DOCUMENT RESUME

ED 033 735 LI 001 802

AUTHOR	Goldwyn, A. J.; Verhosek, Edward
TITLE	A Study of Extra-Institutional Use of Libraries by Ohio Academic Personnel.
INSTITUTION	Case Western Reserve Univ., Cleveland, Ohio. Center for Documentation and Communication Research.
Spons Agency	Ohio State Library, Columbus.
Pub Date	Oct 69
Note	179p.; A related document is LI 001 803, a supplement to the study.
EDRS Price	EDRS Price MF-$0.75 HC-$9.05
Descriptors	*College Libraries, College Students, Faculty, *Interlibrary Loans, *Library Cooperation, Library Materials, Library Planning, Public Libraries, Records (Forms), Researchers, Special Libraries, State Libraries, *University Libraries, *Use Studies
Identifiers	*Ohio

Abstract

This study, supported by Library Service and Construction Act Title III funds, was intended to investigate (1) the volume of library traffic between and among all Ohio campuses; (2) the kinds of libraries patronized by Ohio academic personnel; (3) the characteristics of those non-academic libraries which were patronized (or at least of those parts of their collections which were used); (4) the variations in extra-institutional (off-campus) use according to the characteristics of each "home" institution; (5) other patterns of use; and (6) a methodology which could be utilized in this study and tested for other uses. Basic to the investigation were the plans of the Ohio College Library Center. Both formal (ILL) and informal (personal) use of academic and other libraries were investigated. Study findings include: (1) a need for changes in interlibrary loan forms; (2) the sovereignty of Case Western Reserve University, The Ohio State University, Oberlin College and the University of Cincinnati as sources of library materials; (3) library activity outside of Ohio concentrated in the northeastern part of the U.S.; (4) Ohio academic personnel using libraries in Ohio more than those out of state; and (5) the need for further use studies and a review of the experience of academic libraries using teletype. An annotated bibliography of 178 items is appended. (Author/JB)

ED033735

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

LI001802

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

A STUDY OF EXTRA-INSTITUTIONAL USE OF LIBRARIES BY OHIO ACADEMIC PERSONNEL*

Text by A. J. Goldwyn and Edward Verhosek

Supplement (bound separately) by Barbara Denison

Center for Documentation
and Communication Research
School of Library Science
Case Western Reserve University
Cleveland, Ohio 44106

October, 1969

* Work supported by LSCA Title III funds through
The State Library of Ohio, 1968

CONTENTS

ABSTRACT ii

FOREWORD v

ACKNOWLEDGEMENTS vii

INTRODUCTION 1

PHASE I: Interlibrary Loan Activity in Ohio Academic Institutions 6

- PART 1: Questionnaire for Ohio College Libraries 21
- PART 2: Borrowing Patterns of Ohio Academic Institutions 31
- PART 3: Interlibrary Loan Activities Conducted with Institutions Outside of Ohio 45
- PART 4: Interlibrary Loan Activities Conducted among Ohio Libraries 67

PHASE II: A Survey of Users of Off-Campus Libraries 87

RECOMMENDATIONS REGARDING ILL FORMS 107

APPENDICES 110

BIBLIOGRAPHY 148

ABSTRACT

The study was intended to investigate and develop evidence to indicate 1) the volume of library traffic between and among all Ohio campuses; 2) the kinds of libraries patronized by Ohio academic personnel; 3) the characteristics of those non-academic libraries which were patronized (or at least of those parts of their collections which were used); 4) the variations in extra-institutional (off-campus) use according to the characteristics of each "home" institution; 5) other patterns of use; and 6) a methodology which could be utilized in this study and tested for other uses. Basic to the investigation were the plans of the Ohio College Library Center. Both formal (ILL) and informal (personal) use of academic and other libraries were investigated. Compensation in the analyses was made for incomplete or inadequate data, which mainly resulted from irregular records kept by the subject libraries.

Analyses of the interlibrary loan forms (covering a period between July 1967 to June 1968) indicated a number of bases for recommending simplification or other changes in the then current forms. It is apparent that some rules are disregarded in practice, and many convenient local arrangements exist; the forms might well acknowledge the way things are. Separate forms for books and for photoduplication are awkward and inappropriate, and we would recommend that one all-purpose form be designed.

More explicit consideration of the geographical pattern of ILL activity indicated the (perhaps) expected sovereignty of Case Western Reserve University, The Ohio State University, Oberlin College and the University of Cincinnati as sources of library materials. Probably also to be expected was the fact that these universities borrow mostly from out of state. In this characteristic they are unlike their "poorer" neighbors, who mostly tend to borrow locally or, at most, within the state.

A study of activity outside of Ohio showed an expected concentration in the northeast part of the country. A "core group" of lending libraries is identified. The nature of this activity, including types and ages of materials requested and received, shows the popularity of more-or-less current information. Again, the use of the specific photoduplication form was found to be somewhat spotty and inconsistent. Both in photoduplication and in book requests, the sciences led all other subject fields.

Within the state the ratio of books to photoduplication requests is about 4:1, while for transactions outside the state it is close to 1:1. This fact and certain characteristics of the requesting population are considered: e.g., academic rank. Once more, the laxity in use of ILL forms is noted, and some observations are made about the nature of ILL traffic, its successes and its failures. It is noted that medical literature is most frequently sought out of state, while the literature of philosophy and religion are looked for first in Ohio.

The topic of extra-institutional library use by means other than ILL is interesting though difficult to quantify. It is suggested that the gross or impersonal figures reflected here might well be corrected or amplified by means of personal interviews. (A pilot study was followed up by a statewide sample of .5%, fairly reliable for both students and faculty.) Undergraduate use of off-campus libraries was high, in comparison with the ILL traffic; some hypotheses to explain this fact are given.

The study shows that Ohio academic personnel used libraries in Ohio more than they used those out of the state. No correction was attempted to adjust for the proportion of Ohio-based students in Ohio colleges. A rather large number of users know the name of the item that they are looking for. English and American literature rank high among subjects sought, presumably because of assigned English courses. There is, however, little or no correlation between the libraries visited and the subject matter sought. Accessibility of libraries and availability of photocopying devices are of significance.

As indicated above, revisions in the (revised) ILL form are strongly indicated. Further study of the Ohio academic population should be done to correlate the home-(or summer-) town of the student or faculty member with the location of the off-campus library used, and to supplement gross findings with personal interviews. A review of out-of-state experience with the use of Teletype by academic libraries is recommended, in the hope of providing better and faster patron service, perhaps coordinated by OCLC. In conclusion, it may be pointed out that the data accumulated are of interest not only to OCLC but also for the implementation of the State Plan, particularly as they indicate ways to do further studies in reference networks and the sharing of resources.

FOREWORD

"Libraries for a greater Ohio" is a slogan which is being implemented in several ways through the activities of the Ohio College Library Center (OCLC), the LSCA Title III Interlibrary Cooperation Committee, the Ohio Library Association (OLA), and The State Library of Ohio. A pattern of real cooperation among public, school, academic and special libraries is beginning to emerge even as the Area Library Service Organizations (ALSO's) are authorized. The Dayton-Miami Valley Consortium is well established, and the Inter-University Library Council has made a good start.* In Cuyahoga County, the Library Council of Greater Cleveland has brought together academic and public libraries in a promising way. Centralization of facilities and services is being actively supported by the colleges and universities of Ohio, focussing in the OCLC. Regionalization of the State, together with a stronger role for the State Library, is being developed by OLA on the basis of the Blasingame survey.** It is particularly important, during the "system design phase" of the OLA plan for Ohio library development, that there be input supplemental to the Nelson study*** from as many sources as possible. Other research sponsored by the State Library in the character and use of the union catalogs in Cleveland and Columbus is helping to effect an inventory of resources available for cooperative activity.*

---

* See page 26 for members.

** Ralph Blasingame. Survey of Ohio Libraries and State Library Services [plus Appendix (102 p.)] . Columbus: The State Library of Ohio, 1968, 187 p.

*** Nelson Associates, Inc. The Ohio State Library: Present Operations and Future Opportunities. New York, 1967, 46 p. and Appendix.

A complete inventory of presently available materials and services throughout the state in every kind of library is a necessary base for future planning. Although instinct, common sense, and a "feel" for the usual patterns of use are part of the armamentarium of every designer of good library systems, the need remains for a more exact description of certain kinds of library use than is now available. The present study represents research intended to answer a part of that need and to supply information necessary to system design.

This study aims to satisfy certain immediate information needs of the OCLC in its design phase. However, it is anticipated that it will be important as a base for further research, in at least two ways: 1) the methodology tested and developed here can be utilized in similarly structured studies of other types of libraries, such as public or special; and 2) follow-up studies can more closely characterize the types of materials for which library users must go outside their own library community. In short, it is our intention that this study should provide a base for a series of use and user studies that could have wide applicability to improvement of services in all types of libraries.

---

* See report of project, "Comparative Study of the Cleveland and Columbus Union Catalogs," and the accompanying bibliographic review of union catalog activity elsewhere, by Yadwiga Kuncaitis (School of Library Science, CWRU, 1968). A follow-up study, directed by Paul Agriesti of the State Library, has accumulated further data by means of a teletype connection.

ACKNOWLEDGEMENTS

Special acknowledgement is made to:

Barbara Denison, for her role in the design phase of the study, organization of the materials comprising Part 2 of the text, compilation of the bibliography, and preparation of the Supplement (bound separately).

Elaine Keramidas, for her role in the design phase of the study, for writing the computer programs used, and for her assistance in evaluating the data produced.

Student assistants, Mary G. Fancher, George Mauerhoff and Barbara Wells, for encoding the data for processing and for their suggestions in structuring the printout.

INTRODUCTION

The scope of this study included the investigation of:

1. the *volume* of traffic among all Ohio campuses;
2. the *kinds* of libraries patronized by Ohio academic personnel;
3. the *characteristics* of those non-academic libraries which these personnel used;
4. the *variations* in community and other use of libraries according to type, size or location of a particular college or university;
5. certain *other patterns* of use which were not initially manifest, lacking the data which the study would yield;
6. a *methodology* which would be developed and tested throughout the study.

An Advisory Committee was enlisted to aid in the planning, the operational phase, and the evaluation of the data collected. It was comprised of:

Charles Andrews	Head, General Reference Cleveland Public Library[*]
Barbara Denison	Research Assistant Center for Documentation & Communication Research (CDCR) Case Western Reserve University (CWRU)
Edwin Dowlin	Director of Development State Library of Ohio
Evelyn Englander	Librarian, Lewis Research Library, N.A.S.A.
Richard K. Gardner	Associate Professor of Library Science CWRU[**]
Robert S. Hazelton	Instructor in Library Science Manager, Computer Laboratory (CDCR) CWRU.

---

[*] now Librarian, Freiberger Library, CWRU.

[**] now Professeur Agrégé, Ecole de Bibliothéconomie, Université de Montreal, Quebec, Canada

Elaine Keramidas	Statistician (CDCR)
Frederick Kilgour	Director, Ohio College Library Center
Katharin Knippenberg	Interlibrary Loan Librarian Ohio University Library
Elizabeth Rumics	Head, Reference Service Oberlin College Library
John T. Thackerey, Jr.	Administrative Assistant Dayton and Montgomery County Public Library
Edward Verhosek	Administrative Assistant (CDCR) CWRU.
Meredith Wright	Librarian, Parma Technical Center Library, Union Carbide Corporation

The Ohio College Library Center has proposed a communication system among campuses, and the amount of current traffic is an important parameter of system design. Thus, it was important to characterize "users" and to define "usage."

To a large extent, particularly where existing records are used to supply data, the act of borrowing materials must be the unit of usage. This unit is the interlibrary loan, the established formal mode of obtaining extra-institutional materials under the regulations of the American Library Association Interlibrary Loan Code.* Since interlibrary loan records are generally accessible and orderly, and since the interlibrary loan forms themselves are such an important component of inter-institutional exchange of materials, the interlibrary loan records of the academic institutions in Ohio (to or from whatever other library) were analyzed to determine the present interlibrary loan practice among Ohio libraries. Every OCLC library was queried; the survey population of 77 academic institutions consisted of 58 member institutions plus 19 others.[*]

---

* This study was undertaken during the course of the 1968 revision of the A.L.A. Interlibrary Loan Code of 1952 (rev. 1956). Therefore, the transactions reported on here were conducted according to the 1956 version of the Code. The approved forms representing these transactions were, likewise, those in use at that time. References to the Code are meant to be to the Code of 1952 (rev. 1956). See Appendix 16.

Data were sought from the interlibrary loan transaction records (forms) for a 12-month period (1967-68) received from the survey population; these were intended to serve as the base for a fairly accurate estimate of the volume which would adequately assure that the system proposed by OCLC is neither under- nor over-designed. By this is meant merely that in the first and most expensive establishment of interconnections by means of reference networks and shared cataloging facilities, the existing patterns of use needed the most accurate appraisal possible.

It was also important to know whether, for example, special libraries play any significant role in the patterns of use. One of the goals of the State Plan deriving from the Blasingame study is an information ("reference") network making mutually accessible all of the resources of all types of libraries in Ohio. Furthermore, in plans for expanding the OCLC system, provision must be made first for that group of libraries on which academic personnel depend mo heavily. The importance of non-academic libraries in this group could only be guessed. Proceeding from the assumption that all libraries are not used equally, effort was concentrated on identifying the extent to which size, reader's services (including circulation procedures and other local policies), and geographical location are factors in such pattern of usage. Here common sense and consultation with the Advisory Committee dictated 1) when elaborate statistical correlation was necessary for this set of rather complex variables, and 2) when the needs of basic system planning could be satisfied by tabulation of descriptive information.

---

[*] Eight academic institutions were not members of OCLC during the survey period nevertheless, to obtain the broadest picture of interlibrary activity in Ohio, they were included. In addition, eleven branch college libraries were queried, separate from their "mother" institutions, and included in the study. Since their "mother" institutions were OCLC members during the survey period, it was assumed that the branches also were members. Thus, 58 of the 77 institutions were members of OCLC, 8 were not members, and 11 were branch college libraries.

Furthermore, whether or not the extramural pattern was the same for large as for small academic institutions, or for urban and non-urban institutions, seemed valuable information for the improvement of system design.

This "Study of Extra-Institutional Use of Libraries by Ohio Academic Personnel" is divided into two phases. Phase I is concerned with the formal mode of use (ILL) of extra-institutional libraries. Reported and discussed are the data resulting from 1) a questionnaire directed to the interlibrary loan departments of the survey population and 2) from a sample of the interlibrary loan forms which were received from these schools. In turn, Phase I is divided into four parts, each representing a different aspect of the materials exchanged in this mode. Phase II is concerned with the informal mode of use of libraries by various categories of academic personnel by means other than interlibrary loan. Reported and discussed are the data resulting from returns of a questionnaire directed to the faculty and student bodies at the institutions in the survey population.

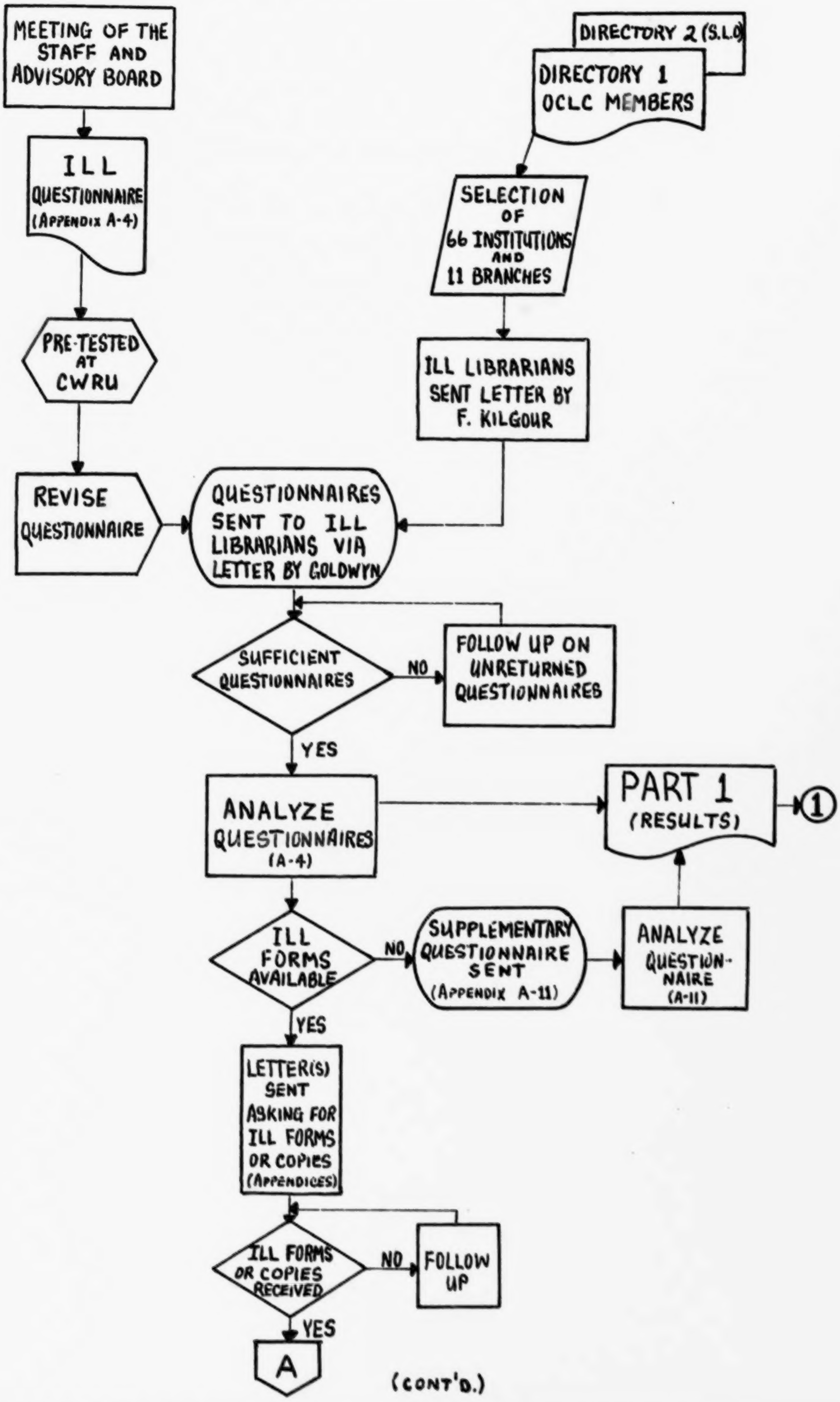
Flow charts of the procedures involved in executing Phases I and II are presented at the beginning of each. Tabulation and correlation of the data produced tables and figures illustrating the trends of library use, which are shown, and conclusions are suggested.

The instruments (see Appendices) prepared for use in conducting each Phase reflect the advice of the Advisory Committee and their familiarity with the general charactersitics of library usage and the user populations.

PHASE I: MOVEMENT OF MATERIALS

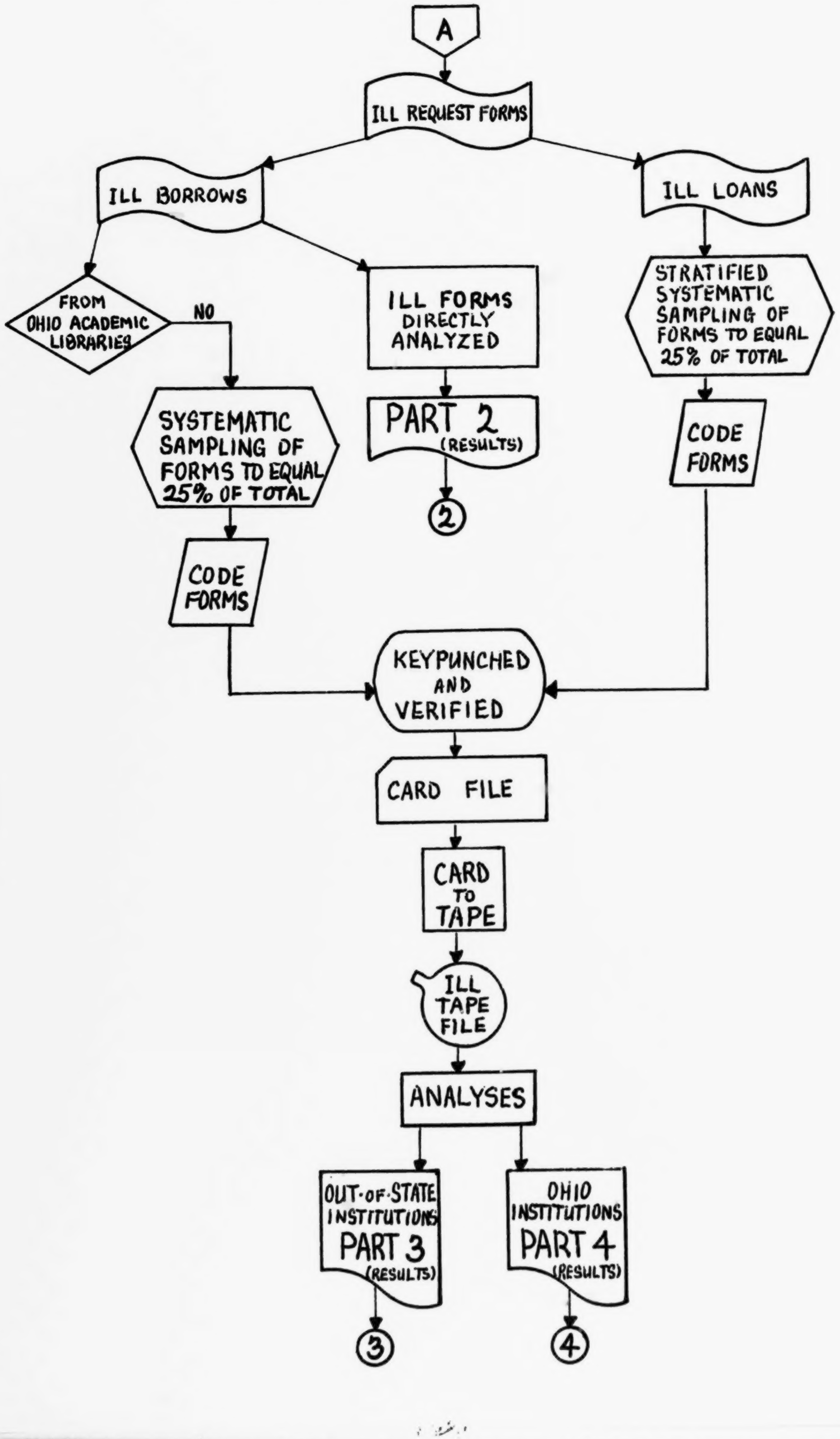
INTERLIBRARY LOAN ACTIVITY IN OHIO ACADEMIC INSTITUTIONS

FIGURE 1: FLOWCHART OF PROCEDURES


MEETING OF THE STAFF AND ADVISORY BOARD
ILL QUESTIONNAIRE (APPENDIX A-4)
PRE-TESTED AT CWRU
REVISE QUESTIONNAIRE
DIRECTORY 2 (S.L.O)
DIRECTORY 1 OCLC MEMBERS
SELECTION OF 66 INSTITUTIONS AND 11 BRANCHES
ILL LIBRARIANS SENT LETTER BY F. KILGOUR
QUESTIONNAIRES SENT TO ILL LIBRARIANS VIA LETTER BY GOLDWYN
SUFFICIENT QUESTIONNAIRES
NO
FOLLOW UP ON UNRETURNED QUESTIONNAIRES
YES
ANALYZE QUESTIONNAIRES (A-4)
PART 1 (RESULTS)
①
ILL FORMS AVAILABLE
NO
SUPPLEMENTARY QUESTIONNAIRE SENT (APPENDIX A-11)
ANALYZE QUESTIONNAIRE (A-11)
YES
LETTER(S) SENT ASKING FOR ILL FORMS OR COPIES (APPENDICES)
ILL FORMS OR COPIES RECEIVED
NO
FOLLOW UP
YES
A

(CONT'D.)

FIGURE 1 (CONT'D.): FLOWCHART OF PROCEDURES


A
ILL REQUEST FORMS
ILL BORROWS
ILL LOANS
FROM OHIO ACADEMIC LIBRARIES
NO
ILL FORMS DIRECTLY ANALYZED
STRATIFIED SYSTEMATIC SAMPLING OF FORMS TO EQUAL 25% OF TOTAL
SYSTEMATIC SAMPLING OF FORMS TO EQUAL 25% OF TOTAL
PART 2 (RESULTS)
2
CODE FORMS
CODE FORMS
KEYPUNCHED AND VERIFIED
CARD FILE
CARD TO TAPE
ILL TAPE FILE
ANALYSES
OUT-OF-STATE INSTITUTIONS PART 3 (RESULTS)
OHIO INSTITUTIONS PART 4 (RESULTS)
3
4

PHASE I of this study was concerned with the exchange of materials through the formal mode of interlibrary loan. Since this mode involves both borrowing and lending, the divisions of the format used here were immediately suggested. Also, it was evident that overlapping of transactions conducted by and among the same survey population would occur, which fact further prompted these separate approaches to the interlibrary loan forms received from the institutions in the survey. The procedures used to arrive at the four sections of this Phase are outlined in Figure 1.

Part 1 reports and discusses the results obtained from the "Questionnaire for Ohio College Libraries" (Appendix A-4).

Part 2 investigates the patterns of exchange from the borrowing point of view pertaining to the academic communities surveyed. (This approach can also be viewed as who loans to whom and to what extent).

In Parts 3 and 4, the approach is from the lending point of view, although it can also be viewed as who borrows from whom and to what extent. In addition to describing the patterns of lending to and by all types of libraries which were involved in transactions with the survey population, the purpose was also to identify the characteristics of the interlibrary loan forms themselves, i.e., to analyze each category of information required to complete these forms.

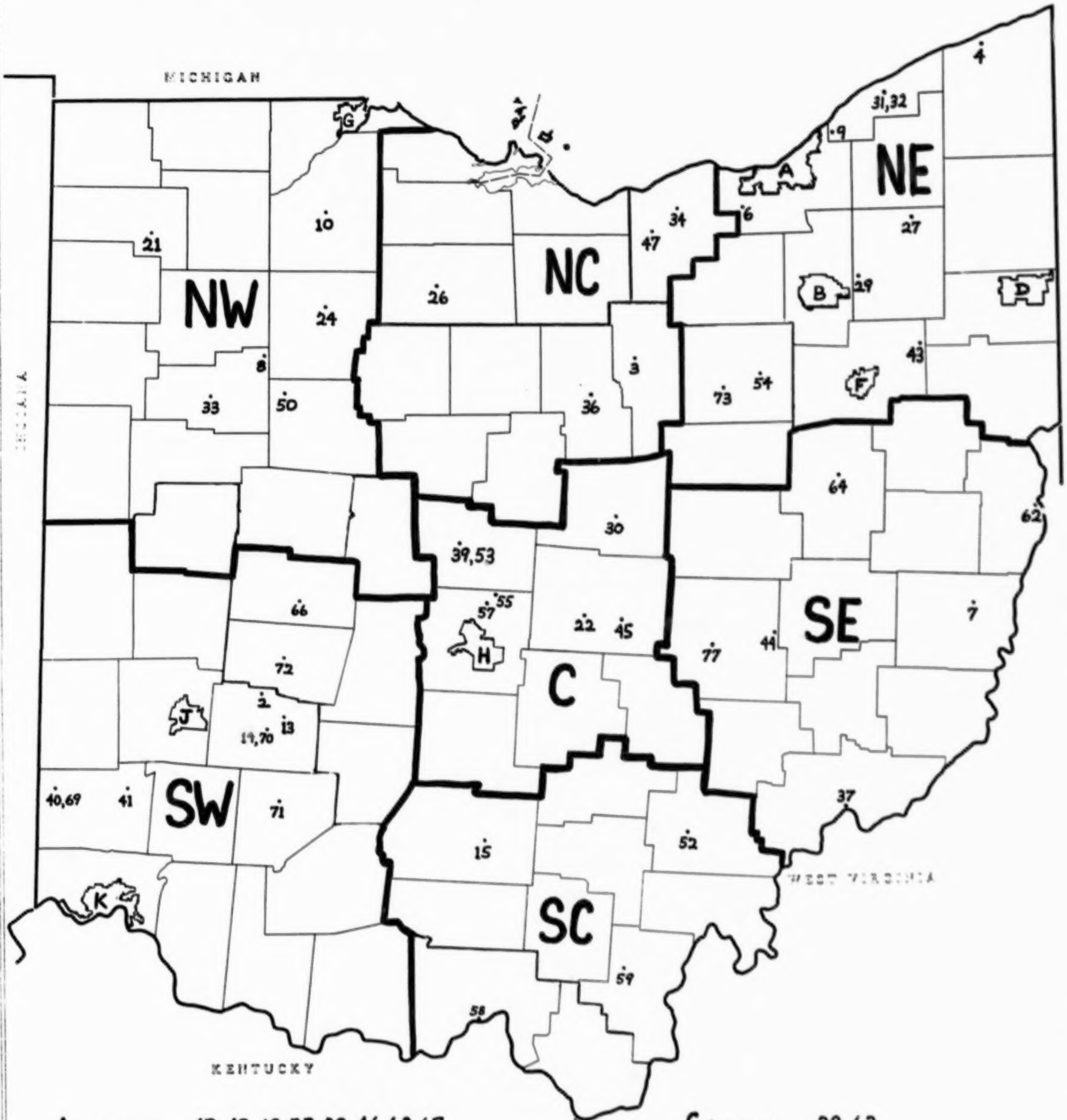
The 77 Ohio academic campuses comprising the survey population are listed in Figure 2a. Each campus belongs to an institution library that is a potential member of the Ohio College Library Center. The accompanying map of Ohio, Figure 2b, shows the state divided into seven regions and indicates the location of each institution. This division was made primarily to identify which, if any, geographical area(s) were most heavily trafficked. The seven geographical areas are roughly comparable in size and, as can be seen from Figure 3, the academic institutions within each region produce roughly comparable data in terms of library holdings.

FIGURE 2a: OHIO ACADEMIC INSTITUTIONS SURVEYED*

1 Akron, University of; Akron (NE)
2 Antioch College; Yellow Springs (SW)
3 Ashland College; Ashland (NC)
4 Ashtabula - see Kent State University
5 Athenaeum of Ohio; Cincinnati (SW)
6 Baldwin Wallace College; Berea (NE)
7 Belmont - see Ohio University
8 Bluffton College; Bluffton (NW)
9 Borromeo Seminary College; Wickliffe (NE)
10 Bowling Green State University; Bowling Green (NW)
11 Capital University; Columbus (C)
12 Case Western Reserve University; Cleveland (NE)
13 Cedarville College; Cedarville (SW)
14 Central State University; Wilberforce (SW)
15 Chillicothe - see Ohio University
16 Cincinnati Bible Seminary College; Cincinnati (SW)
17 Cincinnati, University of; Cincinnati (SW)
18 Cleveland State University; Cleveland (NE)
19 Cuyahoga Community College; Cleveland (NE)
20 Dayton, University of; Dayton (SW)
21 Defiance College; Defiance (NW)
22 Denison University; Granville (C)
23 Dyke College; Cleveland (NE)
24 Findlay College; Findlay (NW)
25 Hebrew Union College; Cincinnati (SW)
26 Heidelberg College; Tiffin (NC)
27 Hiram College; Hiram (NE)
28 John Carroll University; Cleveland (NE)
29 Kent State University; Kent (NE)
    4 Ashtabula Branch, Ashtabula (NE)
    54 Orrville Branch, Orrville (NE)
    64 Tuscarawas Branch, New Philadelphia (SE)
30 Kenyon College; Gambier (C)
31 Lake Erie College; Painesville (NE)
32 Lakeland Community College; Painesville (NE)
33 Lima - see Ohio State University
34 Lorain County Community College; Elyria (NC)
35 Malone College; Canton (NE)
36 Mansfield - see Ohio State University
37 Marietta College; Marietta (SE)
38 Mary Manse College; Toledo (NW)
39 Methodist Theological School; Delaware (C)
40 Miami University; Oxford (SW)
    41 Middletown Branch, Middletown (SW)
41 Middletown - see Miami University
42 Mount St. Joseph-on-the-Ohio, College of; Cincinnati (SW)
43 Mount Union College; Alliance (NE)
44 Muskingum College; New Concord (SE)
45 Newark - see Ohio State University
46 Notre Dame College; Cleveland (NE)
47 Oberlin College; Oberlin (NC)
48 Ohio College of Applied Sciences; Cincinnati (SW)
49 Ohio Dominican College; Columbus (C)
50 Ohio Northern University; Ada (NW)
51 Ohio State University; Columbus (C)
    33 Lima Branch, Lima (NW)
    36 Mansfield Branch, Mansfield (NC)
    45 Newark Branch, Newark (C)
52 Ohio University; Athens (SC)
    7 Belmont Branch, St. Clairsville (SE)
    15 Chillicothe Branch, Chillicothe (SC)
    58 Portsmouth Branch, Portsmouth (SC)
    77 Zanesville Branch, Zanesville (SE)
53 Ohio Wesleyan University; Delaware (C)
54 Orrville - see Kent State University
55 Otterbein College; Westerville (C)
56 Our Lady of Cincinnati, College of; Cincinnati (SW)
57 Pontifical College Josephinum; Worthington (C)
58 Portsmouth - see Ohio University
59 Rio Grande College; Rio Grande (SC)
60 St. John College of Cleveland; Cleveland (NE)
61 Sinclair Community College; Dayton (SW)
62 Steubenville, College of; Steubenville (SE)
63 Toledo, University of; Toledo (NW)
64 Tuscarawas - see Kent State University
65 United Theological Seminary; Dayton (SW)
66 Urbana College; Urbana (SW)
67 Ursuline College for Women; Cleveland (NE)
68 Walsh College; Canton (NE)
69 Western College for Women; Oxford (SW)
70 Wilberforce University; Wilberforce (SW)
71 Wilmington College; Wilmington (SW)
72 Wittenberg University; Springfield (SW)
73 Wooster, College of; Wooster (NE)
74 Wright State University; Dayton (SW)
75 Xavier University; Cincinnati (SW)
76 Youngstown State University; Youngstown (NE)
77 Zanesville - see Ohio University

* Number at left gives location by city. Abbreviation at right gives regional location as shown on adjacent map.

FIGURE 2b: REGIONAL DISTRIBUTION OF OHIO ACADEMIC LIBRARIES


MICHIGAN
INDIANA
PENNSYLVANIA
WEST VIRGINIA
KENTUCKY
NW
NC
NE
C
SE
SW
SC
G
A
B
D
F
H
J
K
4
31,32
9
6
34
47
27
29
43
21
10
24
26
8
33
50
3
36
73
54
64
62
30
39,53
57
55
22
45
77
44
7
66
72
2
13
19,70
40,69
41
71
37
15
52
59
58

A (CLEVELAND)	12, 18, 19, 23, 28, 46, 60, 67	**G** (TOLEDO)	38, 63
B (AKRON)	1	**H** (COLUMBUS)	11, 49, 51
D (YOUNGSTOWN)	76	**J** (DAYTON)	20, 61, 65, 74
F (CANTON)	35, 68	**K** (CINCINNATI)	5, 16, 17, 25, 42, 48, 56, 75

FIGURE 3: INSTITUTIONS GROUPED BY REGION WITH TOTAL HOLDINGS (1968)

REGION	COLLEGE/UNIVERSITY	NO. of VOLS.	NO. of PERIODICALS
N E	Akron, The University of	291,008	2,467
	Ashtabula-Kent State University	80,000	375
	Baldwin-Wallace College	112,517	713
	Borromeo Seminary College	27,000	320
	Case Western Reserve University	1,087,250	7,183
	Cleveland State University	142,000	2,502
	Cuyahoga Community College	25,000	350
	Dyke College	9,514	80
	Hiram College	100,000	725
	John Carroll University	218,428	1,437
	Kent State University	503,788	7,500
	Lake Erie College	57,852	329
	Lakeland Community College	10,750	148
	Malone College	45,000	650
	Mount Union College	127,000	700
	Notre Dame College	48,000	300
	Orrville-Kent State University	28,000	90
	St. John College of Cleveland	45,487	426
	Ursuline College for Women	45,350	378
	Walsh College	24,000	220
	Wooster, College of	182,099	851
	Youngstown State University	180,000	1,800
NORTHEAST TOTALS:	[22 Institutions]	3,390,043	29,544
S W	Antioch College	160,976	1,171
	Athenaeum of Ohio, The	100,000	554
	Cedarville College	39,292	457
	Central State University	100,000	880
	Cincinnati Bible Seminary College	20,000	190
	Cincinnati, University of	1,000,877	4,135
	Dayton, University of	230,000	3,000
	Hebrew Union College	200,000	1,800
	Miami University	472,176	2,309
	Middletown-Miami University	25,000	350
	Mount St. Joseph-on-the-Ohio	78,300	600
	Ohio College of Applied Science	20,000	100
	Our Lady of Cincinnati College	42,127	391
	Sinclair Community College	17,000	228
	United Theological Seminary Col.	67,000	450
	Urbana College	33,000	500
	Western College for Women	64,001	310
	Wilberforce University	38,000	300
	Wilmington College	68,500	773
	Wittenberg University	165,348	1,600
	Wright State University	115,000	2,500
	Xavier University	160,672	965
SOUTHWEST TOTALS:	[22 Institutions]	3,184,302	23,563

FIGURE 3: (cont'd.)

REGION	COLLEGE/UNIVERSITY	NO. of VOLS.	NO. of PERIODICALS
C	Capital University	77,616	509
	Denison University	165,079	1,160
	Kenyon College	160,000	800
	Methodist Theological School	35,500	199
	Newark-Ohio State University	15,000	237
	Ohio Dominican College	43,000	425
	Ohio State University	2,348,723	10,639
	Ohio Wesleyan University	320,000	1,200
	Otterbein College	79,144	720
	Pontifical College Josephinum	51,751	268
CENTRAL TOTALS:	[10 Institutions]	3,295,813	16,157
N W	Bluffton College	50,370	1,000
	Bowling Green State University	538,267	3,000
	Defiance College	53,500	612
	Findlay College	46,110	500
	Lima-Ohio State University	10,000	300
	Mary Manse College	61,710	652
	Ohio Northern University	115,000	625
	Toledo, University of	600,000	3,000
NORTHWEST TOTALS:	[8 Institutions]	1,474,957	9,689
S E	Belmont-Ohio University	11,239	223
	Marietta College	150,000	819
	Muskingum College	100,000	800
	Steubenville, College of	54,000	500
	Tuscarawas-Kent State University	7,000	200
	Zanesville-Ohio University	11,688	150
SOUTHEAST TOTALS:	[6 Institutions]	333,927	2,692
N C	Ashland College	119,000	413
	Heidelberg College	91,527	780
	Lorain County Community College	30,000	400
	Mansfield-Ohio State University	9,000	300
	Oberlin College	1,000,000	1,917
NORTH CENTRAL TOTALS:	[5 Institutions]	1,249,527	3,810
S C	Chillicothe-Ohio University	12,000	217
	Ohio University	400,000	4,800
	Portsmouth-Ohio University	13,984	223
	Rio Grande College	42,000	450
SOUTH CENTRAL TOTALS:	[4 Institutions]	467,984	5,690
GRAND TOTAL:		13,396,553	91,175

Each institution in the survey population was asked to supply either the originals or copies of the interlibrary loan forms resulting from all of its transactions during the reporting period requested on the "Questionnaire for Ohio College Libraries." These forms were to include filled and unfilled requests for library materials and for photocopies, originating with its library (its borrows) and with other libraries (its loans).

A grand total of 44,805 forms was sent to CWRU by 62 of the 77 institutions. Of the fifteen institutions unable to comply with this request for forms, nine completed a supplementary questionnaire (Appendix A-11) so that at least some information about their activities could be included in the study. (Results are incorporated in the data reported in Part 2).

It was also requested that each institution give the total number of requests, both those made of it and those made by it, which were processed during the reporting period. Figure 4 summarizes this data.

FIGURE 4: TOTAL INTERLIBRARY LOAN (ILL) AND PHOTODUPLICATION (PD) TRANSACTIONS CONDUCTED BY THE SURVEY POPULATION

TYPE	LOANS			BORROWS			GRAND TOTAL	%
	Filled	Unfilled	TOTAL	Filled	Unfilled	TOTAL		
ILL Requests	24,911	6,303	31,214	16,039	5,695	21,734	52,948	79.21
PD Requests	5,897	267	6,164	6,881	849	7,730	13,894	20.79
TOTAL	30,808	6,570	37,378	22,920	6,544	29,464	66,842	100.00
%	82.42	17.58	100.00	77.79	22.21	100.00		
GRAND %	55.92%			44.08%				

Certain discrepancies in the data, due to incomplete or inconsistent reporting, made it necessary to adjust the subject file, i.e., the data which were finally analyzed. Figure 5 shows the distribution of the 66,842 transactions reported by the institutions surveyed; Note A (following) indicates the nature of the decisions that were made and the reasons therefor.

NOTE A

There is a large discrepancy between the number of transactions reported (66,842) by the 77 institutions and the number of forms actually received (44,804) from 62 of them. The lack of a complete response is one obvious reason for the discrepancy. The institutions from which no forms were received, either because the schools had not retained them or because they were not willing to send them, account for at least 2,867 transactions. A more "weighty" reason is that The Ohio State University, the largest and most active academic library in the state, retained forms for only a 6-month period, while reporting transactions for a 12-month period. (However, Ohio State's borrowing records for a 12-month period were kept on 5 X 8 cards which contained information adequate for our use and were made available to us.) This unfortunate loss of data amounted to some 12,000 transactions. Similarly, the University of Akron sent forms for only a 6-month period; however, this case differs from that of OSU, since the reported transactions of Akron were also for 6 months. In addition, only the photoduplication request forms (approximately 950) were received from Bowling Green State University, which reported 1,718 transactions. The balance of forms not received was distributed among the remaining 59 institutions.

Figure 5 lists the total transactions reported by each of the 77 institutions. It should be noted that the figures for any one institution include transactions among this same population. In other words, the total for any region contains a certain amount of duplication, since each institution did some borrowing from and lending to others within the same region as well as in the other regions.

In order not to distort the picture of the interlibrary loan traffic further, by appearing to double the actual number of transactions among these institutions, it was decided that of the forms received 1) only loans to libraries in Ohio and out of state and 2) only borrows from all out-of-state libraries and from non-academic libraries in Ohio would be encoded for processing by computer (results comprise Parts 3 & 4). The forms representing borrows from Ohio academic institutions were manipulated without the use of a computer to provide certain supplementary or supporting data (results comprise Part 2).

The decision was also made that only a one-quarter sample of all the transactions pertaining to 1) and 2) above, representing a file of approximately 36,000 forms, would be encoded. Thus, the total of 8,968 forms, used to gather the results in Parts 3 and 4, represents 25% of the loans made by Ohio colleges and universities during one year and also 25% of their borrows from non-academic institutions in Ohio and from all types of libraries outside the state. On the other hand, the total of 26,392 forms which serves as the base for the results reported in Part 2 represents 100% of the borrowing done by the 62 institutions for which the records were available.

The SUPPLEMENT* to this report delineates the borrowing pattern for each of these institutions, and is designed to augment the data reported in Part 2. (See p. 44).

---

* Produced in limited quantity; copies have been deposited with the ERIC Clearinghouse at the University of Minnesota and are available on interlibrary loan from The State Library of Ohio.

FIGURE 5: TOTAL INTERLIBRARY LOAN ACTIVITY (LOANS and BORROWS) FOR THE INSTITUTIONS SURVEYED, GROUPED BY REGION

REGION	COLLEGE/UNIVERSITY	TOTAL TRANSACTIONS REPORTED Filled	Unfilled
N E	Akron, The University of	1,453	579
	Ashtabula-Kent State University	11	10
	Baldwin-Wallace College	38	15
	Borromeo Seminary College	6	0
	Case Western Reserve University	11,481	1,335
	Cleveland State University	1,138	14
	Cuyahoga Community College	25	5
	Dyke College	0	0
	Hiram College	220	30
	John Carroll University	207	18
	Kent State University	4,876	248
	Lake Erie College	61	6
	Lakeland Community College	2	0
	Malone College	91	0
	Mount Union College	20	1
	Notre Dame College	17	2
	Orrville-Kent State University	76	0
	St. John College of Cleveland	119	23
	Ursuline College for Women	7	3
	Walsh College	8	0
	Wooster, College of	697	160
	Youngstown State University	160	40
NORTHEAST TOTALS:	[22 Institutions]	20,713	2,488
S W	Antioch College	707	61
	Athenaeum of Ohio, The	4	0
	Cedarville College	91	48
	Central State University	524	34
	Cincinnati Bible Seminary College	11	2
	Cincinnati, University of	4,015	943
	Dayton, University of	1,004	203
	Hebrew Union College	1,338	100
	Miami University	1,663	201
	Middletown-Miami University	24	2
	Mount St. Joseph-on-the-Ohio	14	1
	Ohio College of Applied Science	0	0
	Our Lady of Cincinnati College	10	1
	Sinclair Community College	43	2
	United Theological Seminary Col.	30	6
	Urbana College	90	0
	Western College for Women	11	0
	Wilberforce University	260	0
	Wilmington College	81	8
	Wittenberg University	767	86
	Wright State University	859	182
	Xavier University	106	11
SOUTHWEST TOTALS:	[22 Institutions]	11,702	1,891

(cont'd.)

FIGURE 5: (cont'd.)

REGION	COLLEGE/UNIVERSITY	TOTAL TRANSACTIONS REPORTED	
		Filled	Unfilled
C	Capital University	2	0
	Denison University	244	56
	Kenyon College	160	51
	Methodist Theological School	66	4
	Newark-Ohio State University	25	23
	Ohio Dominican College	0	0
	Ohio State University	21,610	5,441
	Ohio Wesleyan University	788	237
	Otterbein College	26	4
	Pontifical College Josephinum	22	2
CENTRAL TOTALS: [10 Institutions]		22,943	5,818
N W	Bluffton College	230	30
	Bowling Green State University	1,718	184
	Defiance College	31	6
	Findlay College	62	22
	Lima-Ohio State University	55	10
	Mary Manse College	0	0
	Ohio Northern University	137	20
	Toledo, University of	1,043	387
NORTHWEST TOTALS: [8 Institutions]		3,276	659
S E	Belmont-Ohio University	0	0
	Marietta College	298	77
	Muskingum College	275	25
	Steubenville, College of	106	5
	Tuscarawas-Kent State University	3	0
	Zanesville-Ohio University	7	2
SOUTHEAST TOTALS: [6 Institutions]		689	109
N C	Ashland College	53	5
	Heidelberg College	76	1
	Lorain County Community College	19	6
	Mansfield-Ohio State University	82	15
	Oberlin College	3,318	873
NORTH CENTRAL TOTALS: [5 Institutions]		3,548	900
S C	Chillicothe-Ohio University	102	19
	Ohio University	3,619	1,140
	Portsmouth-Ohio University	0	0
	Rio Grande College	250	89
SOUTH CENTRAL TOTALS: [4 Institutions]		3,971	1,248
GRAND TOTAL:		66,842	13,114

In a further attempt to explain the discrepancy between the number of exchanges reported by the 77 institutions and the actual number of forms received by CWRU, the lending records (ILL forms) of six of these institutions were matched with the records of the Ohio academic libraries borrowing from them. For none of the six institutions did the total number of loans reported by them coincide with the total number of requests made of them by the borrowing libraries involved in these exchanges. A total of 1,116 forms, received from the six institutions, represented loans to other libraries in the survey population; however, only 837 forms from the libraries doing the borrowing could be matched. This represents a loss of 25%. It would seem that, on the whole, there is a substantial difference in policy among the Ohio academic libraries with regard to handling of ILL records. Probably the principal difference is in the time alloted for retention of the forms. As mentioned, twelve institutions had kept none of the forms, presumably discarding them once the transactions were completed; others apparently discarded them after a certain period ranging from 2-6 months to 3 years or more. Many libraries reported not differentiating filled from unfilled requests, and it seems that often the forms for unfilled requests were not kept beyond the time of the transaction.

PART 1:

QUESTIONNAIRE FOR OHIO COLLEGE LIBRARIES

From Appendix A-4, "Questionnaire for Ohio College Libraries," it can be seen that certain questions were designed as a means for obtaining the interlibrary loan forms from each of the 77 institutions, and these questions are not repeated or discussed here. Tallies of the responses to the questions, beginning with number 9 in Section A are given below. Where subjective responses were required (such as "remarks" or "please specify") the answers are summarized, usually in order by frequency of occurrence. Where applicable, general comments follow. The information on the questionnaire prior to Section A is summarized in Figures 2a, 3, 4 and 5.

All of the 77 institutions surveyed returned the questionnaire. Since three had departmental libraries which reported separately (Case Western Reserve with 5, Ohio Northern and Ohio State each with 1), the total of the distribution of responses is 84 rather than 77 in all non-multiple cases.

Do you telephone prior to sending out interlibrary loan requests to other institutions? (Question 9)

FREQUENTLY 11 OCCASIONALLY 44 NEVER 23 (unanswered) 6

The most common explanations for phoning were:

1. To verify the location of an item, as by consulting the union catalogs in Cleveland (5) and Columbus (4).
2. To local institutions only, e.g., to public libraries and nearby colleges, usually in the same city.
3. To meet a patron's demand, i.e, for rush materials. (See comments below on the use of Teletype.)

It will be shown later that the verification of items on the interlibrary loan request forms is a procedure most frequently overlooked. Perhaps use of the telephone to verify the location of an item partially explains the widespread failure to fill in the "Verified in" category on the form.

At the time of this survey Ohio State was believed to be the only academic library in Ohio to use teletype for interlibrary loan transactions. The replies to Question 12 (Do you use teletype for interlibrary loan transactions?) confirmed this belief, even for the three Ohio State branches in Lima, Mansfield and Newark.

Teletype is in use in some other places in the State, e.g., between libraries of the Cuyahoga County system (with planned extension in 1969-70 to include certain other libraries in the county) and, on a trial basis in 1969, as indicated earlier, between Case Western Reserve University in Cleveland and The State Library in Columbus. James Jones, Director of Libraries at CWRU, at least at present, does not see the installation of teletype equipment as justifiable for the sole purpose of transmitting ILL requests as a substitute for the regular mailable form. The speed and flexibility of Teletype as a locating tool in direct patron service among the member libraries of a public system have been attractive features, however, in the Cuyahoga County experience.*

Academic library experience with Teletype, Telex, etc., outside the State might well be reviewed in this connection, especially considering the potential of teletype equipment to increase real service to readers. Current (1969-1970) experience of the Dayton-Miami Valley Consortium is noted. OCLC leadership here is recommended.

---

* This has been borne out elsewhere. See, for example, findings and recommendations in Dorothy Sinclair, Cooperative Services for "Big Country" Libraries. Cleveland: Case Western Reserve University, 1969.

Do you have an explicit policy with regard to kinds of materials which you will not lend? (Question 15)

YES 57 NO 21 (unanswered) 6

The kinds of materials usually not sent on interlibrary loan include:

PERIODICALS:
  Bound* 43
  Unbound* 44

REFERENCE BOOKS 52

ARCHIVAL & RARE MATERIALS 44

RECORDINGS 34

DISSERTATIONS** 13

THESES** 11

BULKY MATERIALS 13

OTHER:
  Books on Reserve 4
  Senior Honors papers 1

  Pamphlets 1
  Microfilms 2

  Volumes of a set 1
  Books from special collection 2

*will lend if little used (2)
** will lend duplicate, if available (3)

For the most part, these types of materials are the same as those restricted under Section V of the ALA Interlibrary Loan Code (rev. 1956).

Do you have an explicit policy with regard to kinds of materials which you will not borrow? (Question 16)

YES 25 NO 51 (unanswered) 8

Generally, the libraries' borrowing policies comply with Section V of the ALA Code. The following materials, in order by frequency of occurrence, are usually not borrowed:

1. Periodicals
2. Reference Books
3. Recordings
4. Rare &/or archival materials
5. In-print materials readily accessible
6. Audiovisual materials

Do you make exceptions to the ALA Interlibrary Loan Code of 1952 (rev. 1956) in either lending or borrowing? (Question 17)

YES 25 NO 48 (unanswered) 11

By far the greatest exception to the Code is that materials are loaned for use by special groups of undergraduate students (honors candidates, senior scholars, those involved in special seminars) as well as undergraduate students having authorization from an "appropriate" faculty member. This exception is probably made because of local codes or some informal arrangement among various institutions (see below), and does not necessarily imply that they are in willful violation of the ALA Code. The authorization by an "appropriate" faculty member may, of course, be only nominal.

Section V of the Code, as noted above, is complied with for the most part. However, the most frequent exception made to it is the lending of certain inexpensive items currently in print or the borrowing of in-print materials which seem too specialized for that library to purchase. Further, although the Code requests the borrowing library to exhaust local sources when seeking an item, some libraries will borrow from distant libraries because the nearby libraries charge rates which are thought to be excessive, or, to use a euphemism, do not expedite requests.*

Do you participate in a local ILL code or other informal arrangement? (Question 18)

YES 36 NO 36 (unanswered) 12

Accounting for the bulk of these informal arrangements are the following two organizations:

---

* See Part 2, p. 38. As a group, whether for the above or for other reasons, Ohio academic libraries tend to go out of the state for their ILL needs.

The Dayton-Miami Valley Consortium (which includes the following academic institutions):

- Antioch College
- Cedarville College
- Central State University
- Dayton, University of
- Middletown-Miami University
- Sinclair Community College
- United Theological Seminary
- Urbana College
- Wilberforce University
- Wilmington College
- Wittenberg University
- Wright State University

The Inter-University Library Council (of state university libraries):

- Akron, University of
- Bowling Green State University
- Central State University
- Cleveland State University
- Kent State University
- Miami University
- Ohio State University
- Ohio University
- Toledo, University of
- Wright State University
- Youngstown University

These organizations have in common a system of direct borrowing by faculty, graduate and undergraduate students of the member institutions who may make use of libraries at any of those institutions upon the presentation of valid identification (if borrowing is done on site) or by letter (the transaction being recorded and handled as an interlibrary loan, and the borrower having the option of leaving the material at his own campus library for return). In addition, many of these institutions offer one another a certain amount of photocopying free of charge; e.g., to members of the Consortium, photocopying is free up to $1.00 (the equivalent of 10 pages).

Also to be mentioned is the fact that reciprocal arrangements exist between and among various members of the Ohio College Library Center, although only Ohio State University specifically reported that "faculty members of (all) institutions which are members of the Ohio College Library Center may borrow materials from it (OSU) directly."

Another recurrent arrangement of many of the institutions is with local public and school libraries. Along these "geographical" lines, academic institutions within the same city and those in adjacent locations often noted informal arrangements with one another. These include reciprocal arrangements such as those among the Catholic colleges and universities in Cleveland; the College of Wooster with the Ohio Agricultural Research and Development Center (both in Wooster); Lake Erie College with Lakeland Community College (both in Painesville); and Ohio Northern University and Bowling Green State with Defiance, Bluffton, and Findlay colleges (all in northwestern Ohio).

While Section A of the Questionnaire was concerned with interlibrary loan requests, Section B sought information about photoduplication. This bifurcation initially arose due to the existence of two different A. L. A. forms. It was discovered that only 8 of the 77 institutions have separate departments for processing photoduplication requests, while the majority (58) process them through their Interlibrary Loan Department; four reported processing requests both separately and through their ILL Dept.; eleven gave no response; and three reported having no photoduplication equipment. Additional findings, reported later, seem to indicate that only one form for making requests is needed (See pp. 107-109).

When you receive an interlibrary loan request, do you supply photoduplicates as substitutes for originals? (Question 20)

USUALLY 7 OCCASIONALLY 1 NEVER 6 (unanswered) 24

Only after providing an estimate of cost 22

Only for certain kinds of materials* 21 (No Facilities) 3

* (in order by frequency)
Periodicals, when articles are 10 pp. or less
Reference materials, when specific pages are given
Other Non-circulating materials, when passages are short
Rare and archival materials

The costs involved in filling photoduplication requests (Question 27) varied considerably among the institutions. Although 50% reported charging $.10 per page or per exposure, charges ranged from $.05 to $.25 for each photocopy made. In addition, seven institutions specified minimum charges from $.10 to $1.50, while 17 reported having no minimum charge. Mailing charges varied from the exact amount of postage to a set fee ($.10 to $.50) to any amount exceeding $1.00. Only one institution reported a service charge ($.10). There were 23 institutions which did not respond to this question at all. As mentioned above, according to the various informal arrangements between and among the participating institutions, a certain amount of photocopying is provided without charge, and when the limit is reached, additional copying is done at a set fee per page. Depending on the individual member in the Dayton-Miami Valley Consortium, for instance, charges between $.05 and $.15 per page are made after the first 10 pages, which are provided without charge.

Are there any circumstances under which you provide free photoduplicates or copies at a different rate (for example, under contract)? (Question 21)

YES 26 NO 36 (unanswered) 22

Those responding "yes" are the same institutions previously mentioned as having "informal arrangements" on a reciprocal basis.

Is there a limit or qualification on the number of pages you will copy in filling any one request? (Question 32)

YES 10 NO 50 (unanswered) 24

Limit of pages:	No. of pages	Frequency
	5	1
	10	3
	20	1
	30	1
	100	1

Qualification: Only one copy of a page for any one request (1).

Is there any difference in photoduplication policy for requestors from your own institution as opposed to those from outside? (Question 33)

YES 31 NO 34 (unanswered) 19

The basic difference is in the charge(s) made for requests. Photocopies are more expensive for those outside the institution. Also mentioned was the difference in the charge(s) made depending on academic rank, i.e., whether the requestor was a faculty member or a student, although this was not exactly what the question asks. Where the use of self-operated coin machines for this purpose was involved, the "policy" difference was that the library would perform this task to fill an outside request, but would require its own clientele to do its own photocopying. The above responses exclude those institutions previously mentioned as having arrangements for "free" photocopying among or between each other.

Given the responses to Section B, it would appear that recommendations made by Matt Roberts in his article on the problem of copyright and photocopying by libraries are pertinent.*

---

*Matt Roberts, "Copyright and Photocopying: an Experiment in Cooperation," College and Research Libraries, Vol. 30, No. 3 (May 1969), pp. 222-229.

Roberts concludes that since libraries cannot justify photocopying in lieu of purchase, they must "demonstrate beyond question that: a) single photocopies are solely in lieu of manual transcription; and b) no profit is realized from photocopying." He suggests that: "1) publishers should accept fully a policy of single photocopies of a reasonable part of any copyrighted work for private use in lieu of hand transcription, and 2) librarians, under the positive leadership of the association, should agree that, unless permission is obtained in advance, reproduction of entire chapters and complete articles, and multiple copying for public use, will not be permitted." His recommendations include the following: "the library might increase the number of its subscriptions to major periodical titles. This need not be done solely as a solution to the reserve problem but to provide added copies of materials which are in great demand for research. It might also subscribe to reprints (e.g., Bobbs-Merrill) in one or more copies. Finally, it might request permission in advance from publishers whose periodicals are considered essential for reserve use."[*] These three recommendations certainly have implications with regard to the objectives of OCLC in its effort to serve Ohio academic communities.

---

[*] A supplemental survey of publishers of 255 periodicals, which Roberts conducted, showed that 72% were willing to extend overall permission, 16% refused permission, and 12% did not reply.

PART 2:

BORROWING PATTERNS OF OHIO ACADEMIC INSTITUTIONS

Nearly 9,000 interlibrary loan forms, representing materials borrowed by Ohio academic institutions from each other, served as the basis for determining the pattern of exchange. See Note B.* Forms were supplied by 62 of the 77 institutions in the original survey population.

The interlibrary loan activity among the institutions is summarized in Figure 6. On the whole, it seems that larger libraries lend more than they borrow within the state, and that medium-and small-size libraries tend to borrow more than they lend within the state. The four largest academic libraries in Ohio account for 73.90% of the loans made to other Ohio academic libraries, including each other. Together they borrowed only 14.25% from others. While Kent State and Cleveland State Universities account for only 2.29% of the total loans made, together they borrowed nearly 10 times that much.** The University of Akron and Ohio University also borrowed extensively in comparison with what they loaned. These four "high borrowers," it can be noted, have small- to medium-size libraries. There are, of course, exceptions to this generalization: the two outstanding ones are Antioch College, a small-size library which loaned extensively, and the University of Toledo, a relatively large library which borrowed extensively; the relative quality of collections, if that might be a factor, cannot be evaluated here.

---

* Note B. It must be emphasized that the reported data for interlibrary loan activity are based on the ILL forms received from the survey population; particularly, that in the case of The Ohio State University the records for lending are for a 6-month period only, while the records for borrowing are for 12 months; that the figures for the University of Akron are based on only 6 months' records; and, finally, that in this Part any figures given for loans are based on the forms received from the borrowing institutions.

** This fact has an interesting relationship to the active interest of CSU and support by it, in the cause of interlibrary cooperation among the public and academic libraries of metropolitan Cleveland. It may also tend to explain the fact that CSU's larger neighbors, both public and academic, have only slowly come to support the Library Council of Greater Cleveland.

FIGURE 6: ILL ACTIVITY AMONG OHIO ACADEMIC LIBRARIES IN ORDER BY FREQUENCY OF LOANS

OHIO ACADEMIC INSTITUTIONS	Size of Lib. in 000's of vols.	No. Loaned to other Ohio Acad. Libs.	% of TOTAL	No. Borrowed from Other Ohio Acad. Libs.	% of TOTAL
Ohio State	2,349	3,888	43.53	632	7.07
CWRU	1,100	1,362	15.25	368	4.12
Oberlin	1,000	725	8.12	137	1.53
Cincinnati	1,001	625	7.00	137	1.53
Antioch	161	403	4.51	180	2.01
Miami	472	369	4.13	358	4.01
Ohio U.	400	258	2.89	876	9.81
Kent State	504	185	2.07	1,061	11.90
Central State	100	154	1.72	128	1.43
Wittenberg	165	140	1.57	386	4.32
Dayton	230	134	1.50	207	2.32
Ohio Wesleyan	320	117	1.31	151	1.69
Hebrew Union	200	107*	1.20	0	0.00
Akron	291	63	0.70	887	9.93
Kenyon	160	54	0.60	95	1.06
Bowling Green	538	52	0.58	279	3.12
Wilberforce	38	44	0.49	165	1.85
John Carroll U.	218	43	0.48	56	0.63
Wooster	182	31	0.35	114	1.28
Xavier	161	31	0.35	14	0.16
Toledo	600	21	0.24	189	2.11
Cleveland State	142	20	0.22	908	10.16
Hiram	100	18	0.20	58	0.65
Denison	165	14	0.16	101	1.13
Wright State	115	12	0.13	524	5.86
Marietta	150	10	0.11	68	0.76
Others (36)	2,166	53	0.59	854	9.56
TOTAL	13,028	8,933	100.00	8,933	100.00

* This figure, as well as all figures for loans, was obtained from the records of the borrowing institutions. Since no forms were received from Hebrew Union, there are no borrows which could be reported here.

Figures 7 and 8 present a regional distribution of the borrowing patterns in the state, within and outside the survey population respectively. Several observations can be made:

1. The Northeast and Southwest regions, each including 22 academic institutions, and Central 10, are the most heavily trafficked areas in the state, as seen from the use made of both academic and non-academic institutions. Loans are most often made by the academic institutions in the Central, Southwest and Northeast, in that order, and most loans are made by non-academic institutions in the Northeast, Central and Southwest, in that order.

2. The four regions where there are fewer academic institutions tend to borrow outside their region, while the three regions above, which have a total of 54 of the 77 institutions in the survey, tend to borrow within their own region or at least from each other.

   (Oberlin College, one of Ohio's largest academic libraries, was placed in the North Central region and thus accounts for the relatively high number of borrows from that region, as seen in Figure 7. However, that the North Central does little borrowing from any region, including from itself, may be explained by the generalization made earlier that very large libraries usually loan much more than they borrow within the state.)

3. Intra-regional activity is highest in the Northeast, due to its concentration of larger schools, and in the Southwest, due probably to the existence of the Dayton-Miami Valley Consortium. Both of these regions also borrow heavily from Central. In this pattern, except for its emphasis, these two regions are not unique; the primary position of Ohio State University is again noted. But in addition, the relatively high

FIGURE 7: NUMBER OF BORROWS BY OHIO ACADEMIC LIBRARIES AMONG THEMSELVES, GROUPED BY REGION

BORROWS BY	BORROWS FROM							
	NE	SW	C	NW	SE	NC	SC	TOTAL
NE	1,365	339	1,488	6	3	337	72	3,610
SW	71	1,154	905	18	1	79	51	2,279
C	160	317	288	8	3	175	58	1,009
NW	54	75	372	39	1	48	6	595
SE	17	21	143	--	2	20	12	215
NC	37	49	151	4	--	14	8	263
SC	31	89	732	4	--	55	51	962
TOTAL	1,735	2,044	4,079	79	10	728	258	8,933

FIGURE 8: NUMBER OF BORROWS BY OHIO ACADEMIC LIBRARIES FROM OHIO NON-ACADEMIC* INSTITUTIONS, GROUPED BY REGION

BORROWS BY	BORROWS FROM							
	NE	SW	C	NW	SE	NC	SC	TOTAL
NE	270	34	73	3	--	2	--	382
SW	61	222	102	8	--	3	--	396
C	142	51	108	4	--	3	--	308
NW	25	14	22	12	--	3	--	76
SE	1	5	60	--	--	1	--	67
NC	30	--	11	1	--	1	--	43
SC	102	41	222	2	2	1	--	370
TOTAL	631	367	598	30	2	14	--	1,642

[See Figure 2b for identification of regions]

* ANY LIBRARY NOT AFFILIATED WITH A COLLEGE OR UNIVERSITY LIBRARY

number of borrows from Central by northeastern institutions reflect statistics from Kent State, Cleveland State and the University of Akron, all heavy borrowers within the system of state schools. Again, the quality of collections is not assayable.

4. A final observation concerning Figure 8. The three regions most active in non-academic borrowing contain, not surprisingly, 75% of the non-academic libraries in Ohio. The distribution of these libraries within the three regions (NE, 35; SW, 34; and C,29) is proportionately the same (1 : 1 : .8) as the number of borrows made by each of them.

As this study progressed, it seemed advisable to relate the interlibrary loan exchanges among Ohio academic libraries to the broader picture of their total borrowing activity, in order to determine the pattern of utilization of all resources available to them.

Figure 9 presents the total borrowing done by Ohio academic libraries from all types of institutions both in Ohio and outside the state. This activity was represented by 26,392 interlibrary loan forms, of which 21,092 (79.92%) were borrows from academic libraries and 5,300 (20.08%) were borrows from non-academic libraries.

In Figure 9, thirty-eight of the sixty-two institutions are listed in order by individual total number of borrows. Each of them had a total number of borrows of at least 50. The remaining 24 institutions are grouped under "Others." The percentages given in each column are based on the borrows by each individual school, and the percentage of the grand total shown for each institution indicates the relationship of its total borrows to the total number of borrows by all schools (26,392). At the bottom of the Figure are the totals and percentages for all in-state and out-of-state borrowing done by the 62 institutions.

It was shown earlier that the four largest academic libraries in Ohio accounted for 73.90% of the loans made to Ohio academic institutions, while they borrowed only 14.25% from the others. In Figure 9, these same institutions are shown to borrow quite heavily from out of state: Ohio State ranks highest, with 85% of its total borrowing done out of state, Case Western Reserve and the University of Cincinnati follow with 78% each, and Oberlin is also high with 74%. Similarly, two of the heavy in-state borrowers, Kent State and Ohio University, are quite heavy out-of-state borrowers at 68% and 64%, respectively. Although the University of Akron and Cleveland State rank in the top six borrowing libraries, they remain "local" borrowers, with their out-of-state borrows representing 35% and 14%, respectively, of their total borrows.

FIGURE 9: TOTAL NUMBER OF BORROWS BY OHIO ACADEMIC LIBRARIES IN ORDER BY FREQUENCY OF GRAND TOTAL OF BORROWS

INSTITUTION	OHIO				OUT OF STATE				TOTAL (100%)	% GRAND TOTAL	CUMULATIVE %
	ACADEMIC		OTHER		ACADEMIC		OTHER				
	Borrows	%	Borrows	%	Borrows	%	Borrows	%			
Ohio State	632	11	226	4	3,546	62	1,335	23	5,739	21.75	21.75
Kent State	1,061	31	47	1	2,099	61	263	7	3,470	13.15	34.90
Ohio University	876	32	123	4	1,471	54	272	10	2,742	10.39	45.29
C W R U	368	18	76	4	739	38	784	40	1,967	7.45	52.74
University of Akron	887	62	43	3	410	29	84	6	1,424	5.40	58.14
Cleveland State	908	83	28	3	129	12	26	2	1,091	4.13	62.27
Wright State	524	56	86	9	245	26	81	9	936	3.55	65.82
Bowling Green State	279	30	7	1	547	58	100	11	933	3.54	69.36
University of Toledo	189	22	27	3	561	65	85	10	862	3.27	72.63
Miami University	358	43	65	7	375	45	39	5	837	3.17	75.80
Univ. of Cincinnati	137	18	28	4	475	64	100	14	740	2.80	78.60
Oberlin College	137	22	25	4	372	60	82	14	616	2.33	80.93
Wittenberg Univ.	386	75	76	15	31	6	20	4	513	1.94	82.87
University of Dayton	207	42	56	11	162	33	67	14	492	1.86	84.73
College of Wooster	114	26	142	32	139	32	46	10	441	1.67	86.40
Ohio Wesleyan Univ.	151	38	39	10	171	42	38	10	399	1.51	87.91
Antioch College	180	49	40	11	132	36	17	4	369	1.40	89.31
Muskingum College	153	63	10	4	50	20	31	13	244	0.92	90.23
Rio Grande College	17	7	215	92	-	-	2	1	234	0.89	91.12
Wilberforce Univ.	165	100	-	-	-	-	-	-	165	0.63	91.75
Denison University	101	63	14	9	35	22	10	6	160	0.61	92.36
Central State Univ.	128	81	18	11	11	7	1	1	158	0.60	92.96
Kenyon College	95	67	18	13	22	15	7	5	142	0.54	93.50
John Carroll Univ.	56	48	13	11	38	33	9	8	116	0.44	93.94
Bluffton College	46	41	18	16	41	36	8	8	113	0.43	94.37
Chillicothe-O.U.	69	63	31	28	3	3	7	6	110	0.42	94.79
Cedarville College	29	30	9	9	24	24	36	37	98	0.37	95.16
Marietta College	68	74	1	1	19	21	4	4	92	0.35	95.51
Hiram College	58	64	8	9	17	18	8	9	91	0.34	95.85
Urbana College	90	100	-	-	-	-	-	-	90	0.34	96.19
Mansfield-O.S.U.	64	79	12	15	5	6	-	-	81	0.31	96.50
Youngstown State Univ.	40	53	-	-	10	13	25	34	75	0.28	96.78
Col. of Steubenville	2	3	57	77	15	20	-	-	74	0.28	97.06
Heidelberg Univ.	51	70	1	1	21	29	-	-	73	0.28	97.34
Findlay College	28	45	14	23	20	32	-	-	62	0.23	97.57
St. John Col. of Cleve.	6	10	-	-	55	88	1	2	62	0.23	97.80
Wilmington Col.	47	81	8	14	3	5	-	-	58	0.22	98.02
Malone Col.	22	40	10	18	22	40	1	2	55	0.21	98.23
OTHERS [24]	204	44	51	11	144	31	69	14	468	1.77	100.00
TOTAL & % of Grand Total	8,933	33.85	1,642	6.22	12,159	46.07	3,658	13.86	26,392	100.00	
	Total Ohio: 10,575 (40.07%)				Total Out of State: 15,817 (59.93%)						

Interestingly, over 50% of all the borrowing was done by four institutions, two of which are also the highest in-state lending libraries.

On the whole, Ohio academic libraries tend to borrow materials from institutions outside the state (59.93%), borrowing at a ratio of 3 : 1 from academic and non-academic libraries.

One possible explanation for the relatively high borrowing from out-of-state libraries, especially noting that 3 times as much of this borrowing is done from academic rather than non-academic libraries, is related to the kinds of materials requested. Theses and dissertations accounted for 17.75% of the materials borrowed from academic libraries outside the state.* (See Figure 10). Perhaps dissertations and/or theses, or information about their availability, are felt to be most easily obtained from the institution where they originated.** In addition, the relative lack of verification of items requested--a recurrent topic of discussion throughout this report--may account further for any one institution making an ILL request of another for a dissertation or thesis.

---

* Among Ohio academic libraries, theses and dissertations accounted for 18.47% of the kinds of materials borrowed. This slightly higher percentage may partially be due to the fact that only 8 Ohio academic institutions participate in the University Microfilms project, with 1954 as the earliest date of participation.

** Although University Microfilms has made its services available since 1938, and now provides such services to more than 210 institutions, the dates when each of these institutions first began to use its services vary considerably. The inclusion of these effective dates commenced with the July, 1965 (Vol. 26, No. 1) issue of Dissertation Abstracts, following a request made of and in cooperation with the Committee on Microfilming Dissertations of the Association of Research Libraries. However, these dates do not necessarily indicate the dates of the earliest dissertations received for publication. In addition, some institutions have not sent all of their dissertations for inclusion in the microfilm publication program.

FIGURE 10: TOTAL NUMBER OF BORROWS BY OHIO ACADEMIC INSTITUTIONS FROM OUT-OF-STATE, BY STATE IN ORDER OF FREQUENCY

STATE	TOTAL BORROWS	FROM ACADEMIC LIBRARIES	Theses/ Dissertations*	FROM NON-ACADEMIC LIBRARIES
Illinois	2,226	1,771	(178)	455
New York	1,360	984	(206)	376
Michigan	1,349	1,237	(84)	112
D. C.	1,264	92	(38)	1,172
Indiana	1,137	1,111	(123)	26
Massachusetts	1,075	973	(185)	102
Pennsylvania	827	669	(148)	158
California	791	699	(161)	92
Maryland	788	152	(30)	636
Iowa	748	745	(99)	3
Missouri	491	242	(24)	249
Connecticut	471	457	(54)	14
New Jersey	314	298	(18)	16
North Carolina	299	298	(76)	1
Minnesota	298	280	(39)	18
Kentucky	252	237	(14)	15
Wisconsin	219	167	(73)	52
Texas	191	187	(78)	4
Kansas	158	147	(28)	11
Virginia	149	141	(15)	8
Tennessee	142	117	(51)	25
Washington	135	130	(62)	5
Florida	114	113	(43)	1
Oregon	91	85	(35)	6
Colorado	87	77	(34)	10
Rhode Island	87	86	(6)	1
Louisiana	79	78	(19)	1
Georgia	70	69	(10)	1
New Hampshire	59	53	(-)	6
Oklahoma	57	56	(34)	1
Alabama	49	48	(17)	1
Utah	44	44	(37)	-
Arizona	41	41	(14)	-
Mississippi	34	24	(12)	10
West Virginia	32	28	(7)	4
Nebraska	26	26	(14)	-
South Carolina	20	20	(2)	-
Montana	18	17	(10)	1
Wyoming	17	16	(8)	1
North Dakota	15	14	(12)	1
Delaware	13	12	(7)	1
Idaho	12	12	(4)	-
New Mexico	12	11	(5)	1
Arkansas	11	11	(2)	-
South Dakota	11	11	(10)	-
Maine	10	10	(-)	-
Vermont	3	3	(-)	-
Hawaii	2	2	(1)	-
Nevada	2	2	(2)	-
Not Identified	19	-	(-)	19
CANADA	82	46	(25)	36
OTHER FOREIGN	16	10	(4)	6
TOTAL OUT OF STATE	15,817	12,159	(2,158)	3,658

* Figures in parentheses are included in the totals given in "From ACAD LIB."

A total of 2,323 theses and dissertations, or 11.01% of the total number of borrows from academic institutions within Ohio and outside the state, were requested. From Figure 10 it can be seen that 2,158 of this total (92.90%) were theses and dissertations borrowed from institutions outside of Ohio.

For the most part, the survey population borrowed from academic libraries in the northeastern United States. Specific out-of-state institutions were made the subject of further study, and the results are reported in Part 3. For example, comparison of data in Figures 10 and 11 shows that of the 1,172 borrows from non-academic libraries in the District of Columbia, 917 were loans by the Library of Congress; of the 636 borrows from Maryland, 599 were loans by the National Library of Medicine.

Figure 11 results from the effort to synthesize available information about borrows from other than academic institutions within Ohio and out of the state. As indicated above, there is over twice as much borrowing from out-of-state as from in-state non-academic libraries.

A. When the survey population borrowed from non-academic institutions in Ohio, they used public libraries 46% of the time. It is not surprising that the Cleveland Public Library accounts for 50% of that use. It is evident that much less use is made of public libraries out of the state than within the state. In general, the reason for borrowing from an out-of-state public library is personal knowledge of its special collections or special materials.

B. Over a quarter of the materials requested from non-academic libraries in Ohio were loaned by The State Library of Ohio, while comparatively little use was made of other state libraries.* Although the figure given for the number of borrows from the State Library of Ohio includes borrowing done through it and a certain amount of location (union catalog) service, this fact only slightly alters the comparison made here.

C. As was pointed out above, extensive use was made of special libraries outside of the state. Figure 11 shows that four libraries account for over 50% of the out-of-state borrowing from non-academic libraries. The ratio of borrowing from out-of-state special libraries to borrowing from special libraries in Ohio is almost 5 : 1.

---

* Although state libraries are technically a form of special libraries, they are usually considered separately and are so dealt with here.

D. Other types of libraries (historical societies, museums, hospitals, businesses, etc.) loaned almost 1,300 items, of which only about one in five was provided by Ohio institutions.

FIGURE 11: BORROWS FROM NON-ACADEMIC INSTITUTIONS IN OHIO AND OUT OF STATE

TYPE OF LIBRARY	OHIO			OUT OF STATE		
	Name	# Borrowed	%	Name	# Borrowed	%
PUBLIC LIBRARIES:	Cleveland	442	26.92	New York	132	3.61
	Cincinnati	148	9.01	Boston	42	1.15
	Dayton	66	4.02	Philadelphia	31	0.85
	Columbus	31	1.89	Detroit	25	0.68
	Toledo	20	1.22			
	Akron	18	1.09			
	Others	32	1.95	Others	136	3.72
	TOTAL	757	46.10		366	10.01
STATE LIBRARIES:	Ohio	460	28.01	California	45	1.23
				New York	18	0.49
				Indiana	14	0.38
				Others	61	1.67
	TOTAL	460	28.01		138	3.77
SPECIAL LIBRARIES:	Wooster Agric. Res. Ctr.	62	3.78	Library of Congress	917	25.07
	Wright-Patterson AF Inst. of Tech.	59	3.59	Nat'l Lib. of Med.	599	16.38
	Battelle Mem. Inst.	30	1.83	Linda Hall Lib.	232	6.34
	Fels & Kettering Res. Ctr.	15	0.91	John Crerar Lib.	184	5.03
	Others	41	2.50	Others	161	4.40
	TOTAL	207	12.61		2,093	57.22
OTHER LIBRARIES:	Historical Soc. & Museums	100	6.09	Historical Soc. & Museums	176	4.81
	Industrial Org.	51	3.11	Industrial Org.	62	1.69
	Societies & Associations	10	0.61	Societies & Associations	160	4.37
	Others	57	3.47	Others	633	18.13
	TOTAL	218	13.28		1,061	29.00
GRAND TOTAL		1,642	100.00		3,658	100.00

Additional information about the borrowing patterns of Ohio academic libraries is provided in the SUPPLEMENT (bound separately). It consists of tables which give totals for the number of items borrowed from the other colleges and universities in the state, from non-academic libraries throughout Ohio, and from academic and non-academic institutions in other states. Theses and dissertations borrowed from academic institutions are noted in parentheses, since the kind of materials sought was expected to have a direct effect on the choice of institution from which it was requested.

The map facing each table illustrates the in-state borrowing pattern, both from academic and non-academic libraries, for that institution.

These tables and maps have been grouped by region. A list of the institutions within each of the seven regions prefaces each group. Though these lists are arranged in order by size of library, the maps and tables are in alphabetical order by institution.

PART 3:

INTERLIBRARY LOAN ACTIVITIES CONDUCTED WITH INSTITUTIONS OUTSIDE OF OHIO

The American Library Association forms (prior to their revision in January, 1968) for an Interlibrary Loan Request (ILL) and for a Library Photoduplication Order (LPO) were the bases for Parts 3 and 4 of the study. Because of the standardized format of these forms, information regarding the following items was accrued (the number of each item matches a blank on each form as shown in Figure 12).

[1] Status of the requestor

[2] Department of the requestor

[3] Types of borrowing libraries

[4] Kinds of materials requested

[5] Sources of reference (verifications)

[6] Reasons for unfilled requests

[7] Dates of publication of requested materials

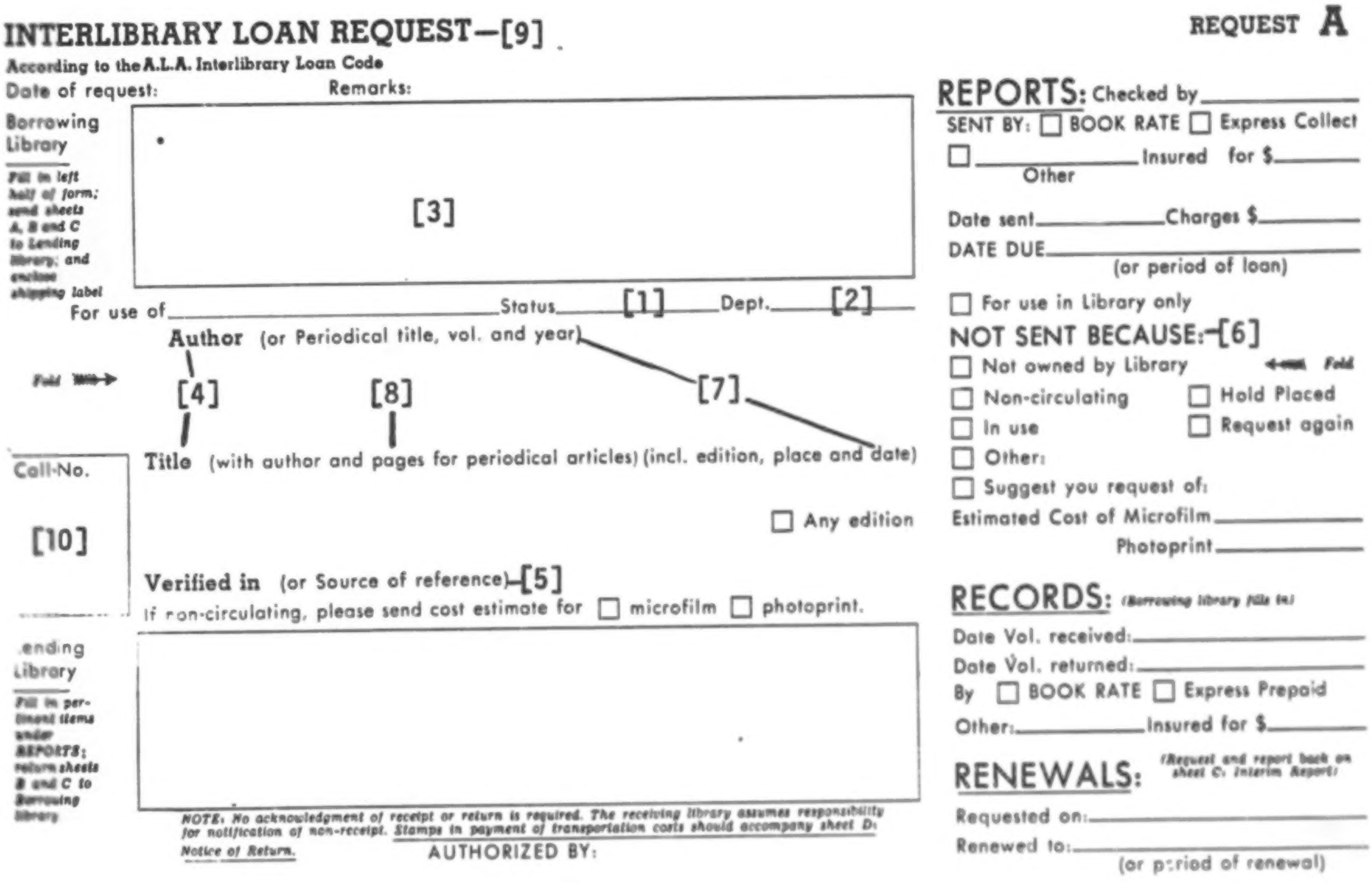
[8] Total pages involved in photoduplication requests

[9] Traffic for photoduplication requests (i.e., requests made on ILL forms as opposed to those made on LPO forms or some other forms such as leters)

[10] Subject areas of requested materials

As mentioned in Note A (p. 16), it was decided that of the 44,804 forms received 1) only loans to libraries in Ohio and out of state and 2) only borrows from out-of-state libraries and from non-academic libraries in Ohio would be processed by computer, since inclusion of the borrows from Ohio academic institutions would lead to duplication and inaccurate figures for total transactions. The file consisted of approximately 36,000 forms, of which 25% were encoded for processing by computer.

FIGURE 12: THE A.L.A. INTERLIBRARY LOAN FORMS



INTERLIBRARY LOAN REQUEST—[9]

REQUEST **A**

According to the A.L.A. Interlibrary Loan Code

Date of request:

Remarks:

Borrowing Library

Fill in left half of form; send sheets A, B and C to Lending library; and enclose shipping label

[3]

For use of__________ Status____[1]____ Dept.____[2]____

Author (or Periodical title, vol. and year)

Fold →

[4] [8] [7]

Title (with author and pages for periodical articles) (incl. edition, place and date)

Call-No.

[10]

☐ Any edition

Verified in (or Source of reference)—[5]

If non-circulating, please send cost estimate for ☐ microfilm ☐ photoprint.

Lending Library

Fill in pertinent items under REPORTS; return sheets B and C to Borrowing library

NOTE: No acknowledgment of receipt or return is required. The receiving library assumes responsibility for notification of non-receipt. Stamps in payment of transportation costs should accompany sheet D: Notice of Return.

AUTHORIZED BY:

REPORTS: Checked by__________

SENT BY: ☐ BOOK RATE ☐ Express Collect

☐__________ Insured for $__________

Other

Date sent__________ Charges $__________

DATE DUE__________

(or period of loan)

☐ For use in Library only

NOT SENT BECAUSE:—[6]

☐ Not owned by Library ← *Fold*

☐ Non-circulating ☐ Hold Placed

☐ In use ☐ Request again

☐ Other:

☐ Suggest you request of:

Estimated Cost of Microfilm__________

Photoprint__________

RECORDS: *(Borrowing library fills in)*

Date Vol. received:__________

Date Vol. returned:__________

By ☐ BOOK RATE ☐ Express Prepaid

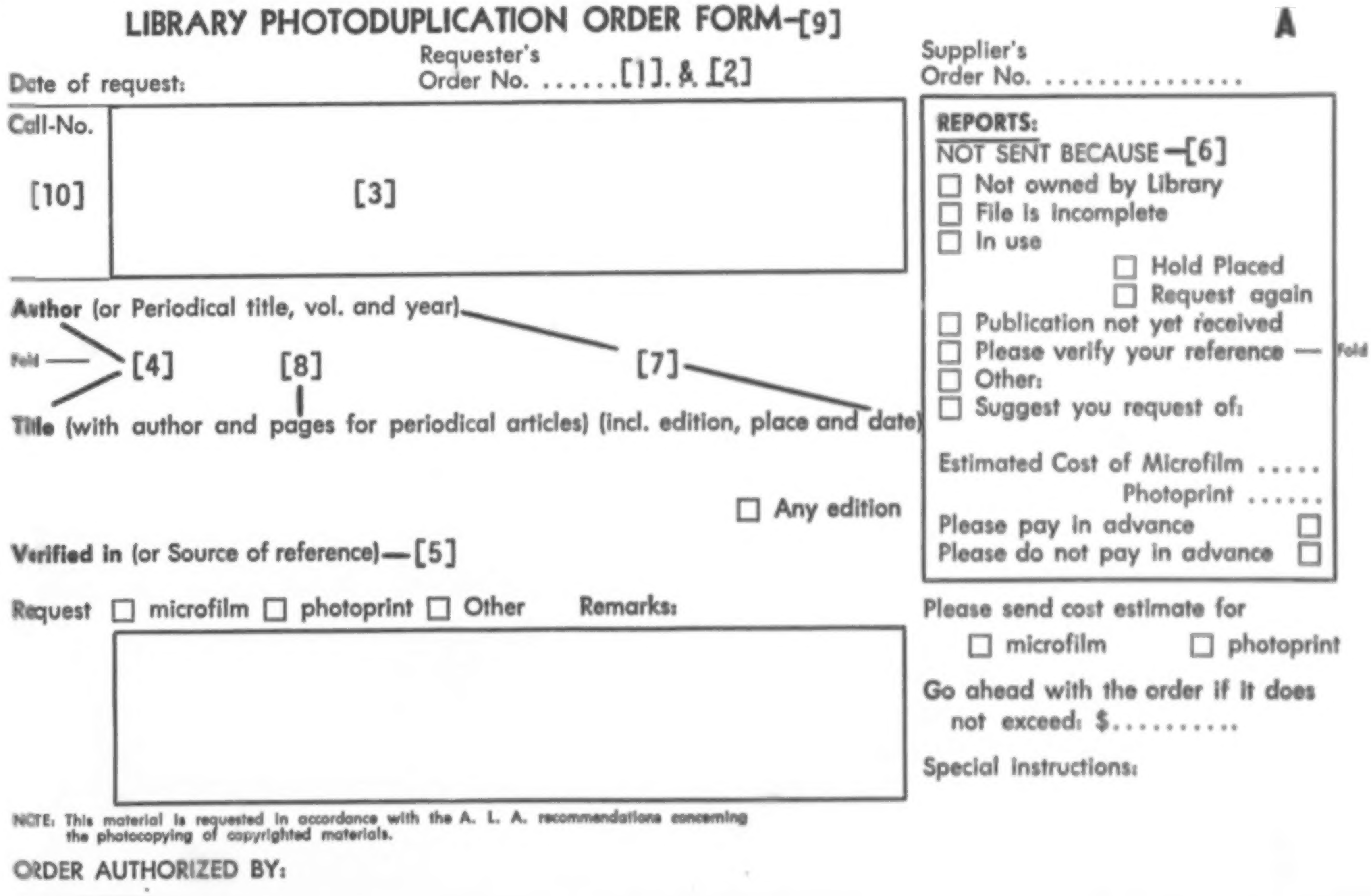
Other:__________ Insured for $__________

RENEWALS: *(Request and report back on sheet C: Interim Report)*

Requested on:__________

Renewed to:__________

(or period of renewal)



LIBRARY PHOTODUPLICATION ORDER FORM–[9]

A

Date of request:

Requester's Order No. ......[1]. & [2]

Supplier's Order No. ....

Call-No.

[10]

[3]

Author (or Periodical title, vol. and year)

Fold — [4] [8] [7]

Title (with author and pages for periodical articles) (incl. edition, place and date)

☐ Any edition

Verified in (or Source of reference)—[5]

Request ☐ microfilm ☐ photoprint ☐ Other

Remarks:

NOTE: This material is requested in accordance with the A. L. A. recommendations concerning the photocopying of copyrighted materials.

ORDER AUTHORIZED BY:

REPORTS:

NOT SENT BECAUSE —[6]

☐ Not owned by Library

☐ File is incomplete

☐ In use

☐ Hold Placed

☐ Request again

☐ Publication not yet received

☐ Please verify your reference — *Fold*

☐ Other:

☐ Suggest you request of:

Estimated Cost of Microfilm .....

Photoprint ......

Please pay in advance ☐

Please do not pay in advance ☐

Please send cost estimate for

☐ microfilm ☐ photoprint

Go ahead with the order if it does not exceed: $..........

Special instructions:

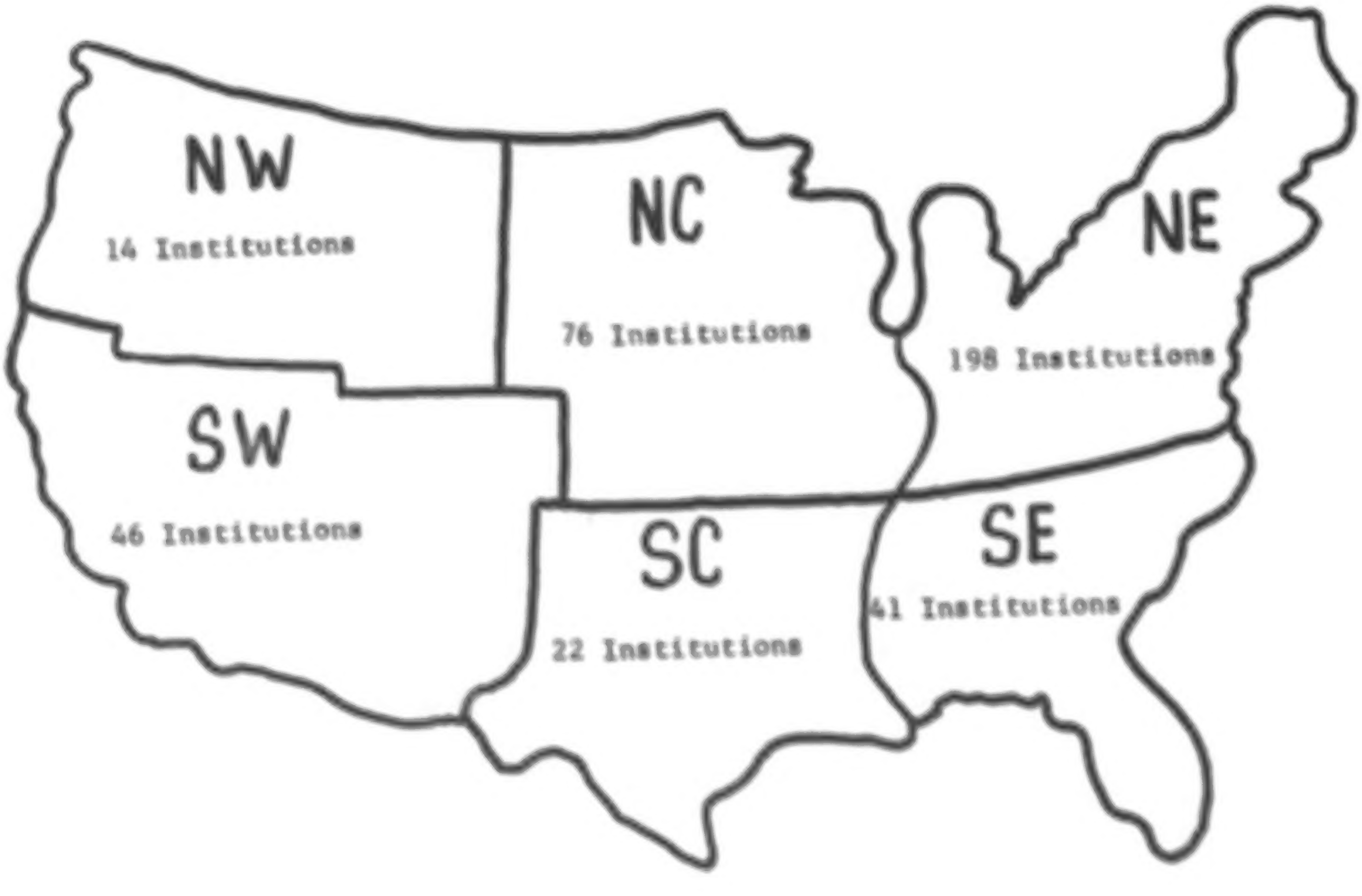
It was felt that such a sample would indicate the pattern of exchange and the nature of the use of interlibrary loan as well as an examination of the entire file could do.

This sample, then, was comprised of 8,968 forms. Of these, the total number of loans to and borrows from all out-of-state libraries was 3,910 and the forms representing these transactions are the subject of this portion of the report. In Part 4 the remaining 5,058 forms, representing transactions among Ohio libraries, are tabulated and discussed.

Figure 13 illustrates a regional distribution of out-of-state institutions (similar to the distribution made of the state of Ohio on p. 12); 397 institutions were involved in the 3,910 transactions. Since 21 institutions of the 397 were responsible for 62% of these transactions, they were selected as the Core Group:

Center for Research Libraries (Chicago, Illinois)
Columbia University (New York, New York)
Cornell University (Ithaca, New York)
Harvard University (Cambridge, Mass.)
Indiana University (Bloomington, Ind.)
Iowa State University (Ames, Iowa)
Library of Congress (Washington, D.C.)
Linda Hall Library (Kansas City, Mo.)
Michigan State University (East Lansing, Mich.)
National Library of Medicine (Bethesda, Md.)
Northwestern University (Evanston, Illinois)
Princeton University (Princeton, N.J.)
University of California (Berkeley, Ca.)
University of Chicago (Chicago, Illinois)
University of Illinois (Urbana, Illinois)
University of Iowa (Iowa City, Iowa)
University of Kentucky (Lexington, Ky.)
University of Michigan (Ann Arbor, Mich.)
University of Minnesota (Minneapolis, Minn.)
University of Pennsylvania (Philadelphia, Pa.)
Yale University (New Haven, Conn.)

FIGURE 13: REGIONAL TOTALS OF OUT-OF-STATE INSTITUTIONS


NW
14 Institutions
NC
76 Institutions
NE
198 Institutions
SW
46 Institutions
SC
22 Institutions
SE
41 Institutions

The two tables of Figure 14 compare the loans made by all out-of-state libraries to Ohio academic libraries, when the Core Group is excluded (Table A) and when it is incorporated (Table B), presented by region. It should be noted these data may be correlated with those in Part 2, which covers the same traffic from the standpoint of the borrowing libraries.

FIGURE 14

TABLE A: LOANS BY OUT-OF-STATE INSTITUTIONS TO OHIO ACADEMIC LIBRARIES
(excluding the Core Group)

REGIONS	I L L	PHOTO.	TOTAL	% GRAND TOTAL
NORTHEAST	416	241	657	44.57%
SOUTHEAST	155	37	192	13.03%
NORTH CENTRAL	150	126	276	18.72%
SOUTH CENTRAL	56	24	80	5.43%
NORTHWEST	56	18	74	5.02%
SOUTHWEST	117	41	158	10.72%
FOREIGN	26	11	37	2.51%
GRAND TOTAL	976	498	1474	100.00%

(cont'd.)

√

FIGURE 13: REGIONAL TOTALS OF OUT-OF-STATE INSTITUTIONS

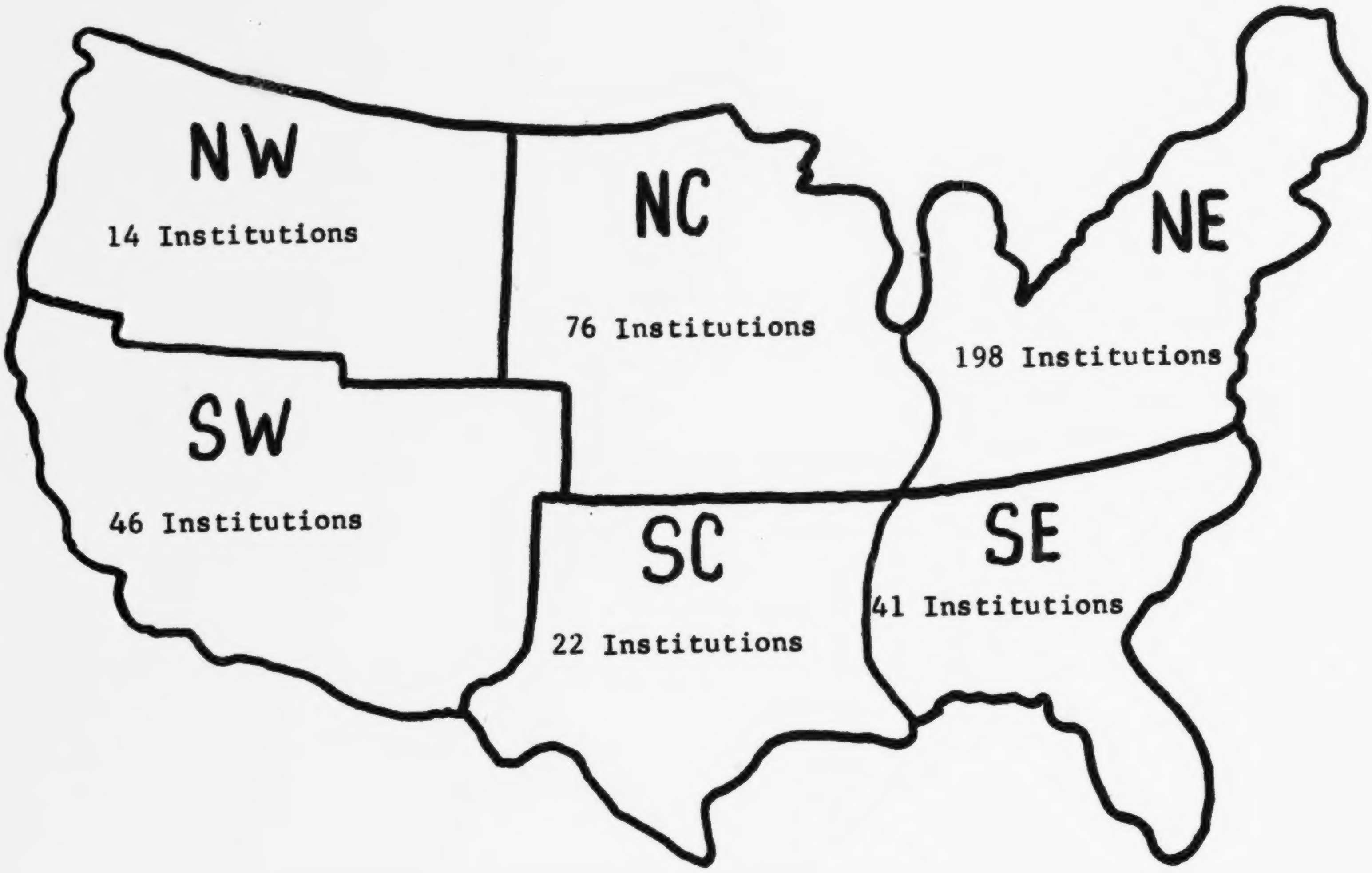

NW
14 Institutions
NC
76 Institutions
NE
198 Institutions
SW
46 Institutions
SC
22 Institutions
SE
41 Institutions

FIGURE 14: (cont'd.)

TABLE B: LOANS BY OUT-OF-STATE INSTITUTIONS TO OHIO ACADEMIC LIBRARIES
(including the Core Group)

REGIONS	ILL	PHOTO.	TOTAL	% GRAND TOTAL
NORTHEAST	1,303	885	2,188	55.96%
SOUTHEAST	155	37	192	4.91%
NORTH CENTRAL	480	615	1,095	28.00%
SOUTH CENTRAL	56	24	80	2.05%
NORTHWEST	56	18	74	1.89%
SOUTHWEST	148	96	244	6.24%
FOREIGN	26	11	37	0.95%
GRAND TOTAL	2,224	1,686	3,910	100.00

From these tables, it can be seen that 45%-55% of all out-of-state requests were filled by institutions located in the northeastern States, and another 18%-28% by institutions in the north central States. A negligible number of requests went to foreign libraries; of the 26 requests, 19 were sent to Canadian libraries--again, mostly to the northeastern provinces. The time factor was probably paramount, and perhaps also unfamiliarity with the resources available from foreign libraries.

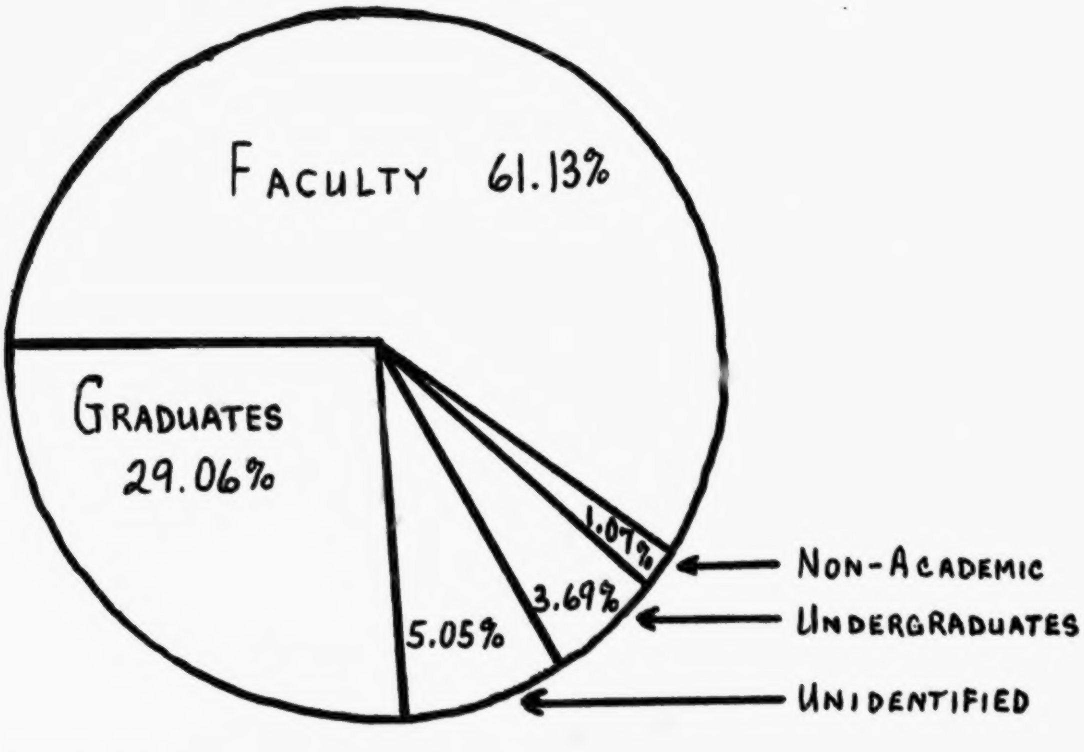
Of the 3,910 requests sent to the Core Group, 57% were for interlibrary loans and 43% were for photoduplications. That the two types of service were requested more or less to the same extent may, in part, be due to the inclusion of four large special libraries in the Core Group: The Library of Congress, the National Library of Medicine, the Center for Research Libraries and Linda Hall Library. All other out-of-state libraries processed twice as many interlibrary loan requests (66%) as photoduplication requests (33%).

A total of 2,436 loans was made by the Core Group to Ohio academic libraries. Of these, 51% were interlibrary loan requests and 49% were photoduplication requests. The following tables, referred to as ITEMs which correspond to the numbers appearing in Figure 12, summarize the information obtained from each of the ten items delineated on the A.L.A. forms.

ITEM 1: STATUS OF REQUESTORS FOR LOANS MADE BY THE CORE GROUP

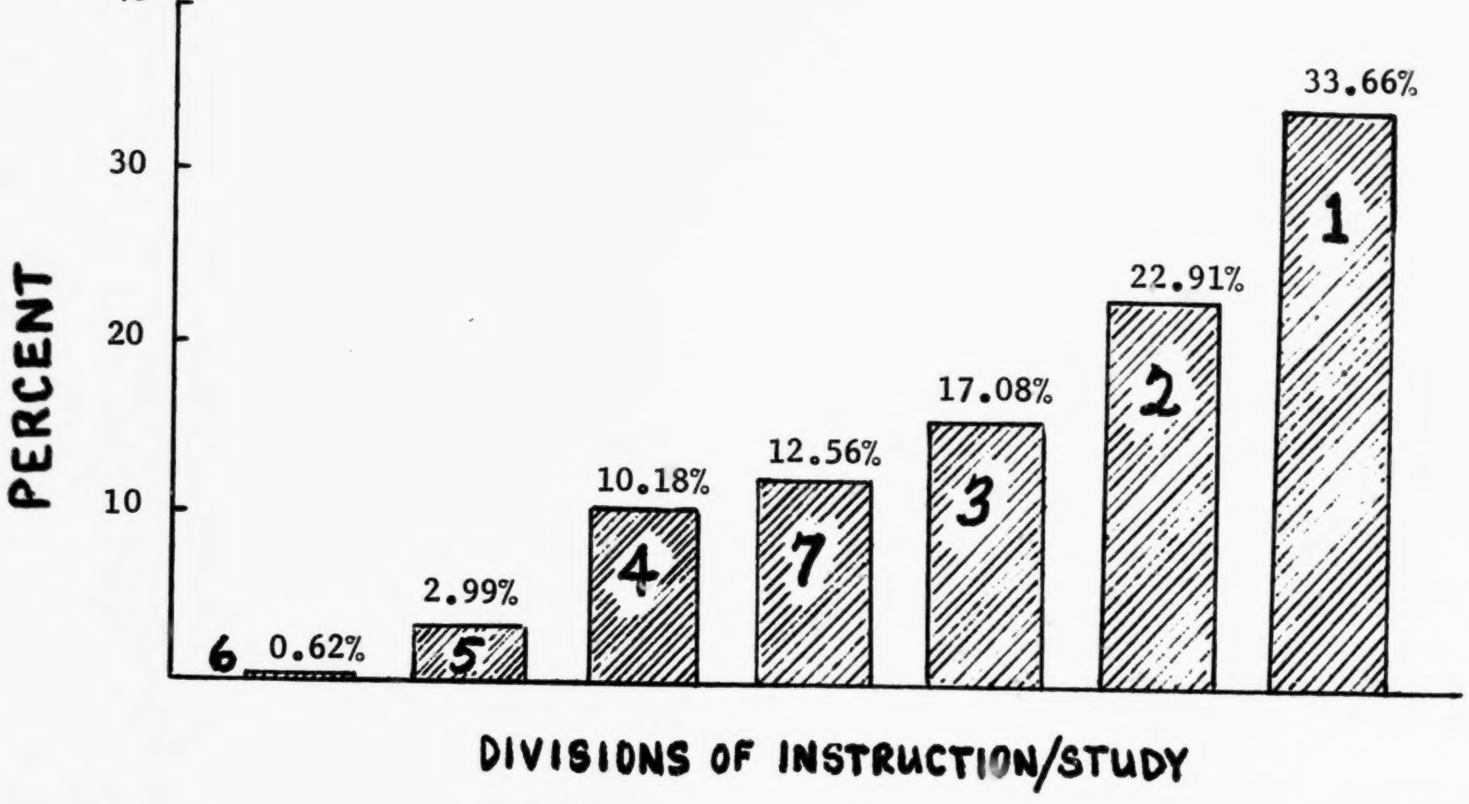
STATUS	INTERLIBRARY LOANS		PHOTODUPLICATION REQUESTS		GRAND TOTAL	%
	NO. OF REQUESTORS	%	NO. OF REQUESTORS	%		
Faculty	696	55.77	793	66.75	1489	61.13
Graduates	462	32.02	246	20.71	708	29.06
Undergraduates*	56	4.49	34	2.86	90	3.69
Non-Academic	25	2.00	1	0.09	26	1.07
Unidentified	9	0.72	114	9.59	123	5.05
TOTALS	1,248	100.00	1,188	100.00	2436	100.00

* Honors candidates, senior scholars, etc.



ITEM 2: MAJOR DIVISIONS OF INSTRUCTION OR STUDY OF REQUESTORS (Based on Departments of Requestors) FOR LOANS MADE BY THE CORE GROUP

DIVISIONS	INTERLIBRARY LOANS		PHOTODUPLICATIONS		GRAND TOTAL	
	Frequency of Depts.	%	Frequency of Depts.	%		%
1. HUMANITIES & FINE ARTS	615	49.28	205	17.26	820	33.66
2. SOCIAL & BEHAVIORAL SCIENCES	374	29.97	184	15.49	558	22.91
3. NATURAL SCIENCES	69	5.53	347	29.21	416	17.08
4. HEALTH SCIENCES	73	5.85	175	14.73	248	10.18
5. ENGINEERING/MILITARY SCIENCES	20	1.60	53	4.46	73	2.99
6. NON-ACADEMIC	13	1.04	2	0.16	15	0.62
7. UNIDENTIFIED	84	6.73	222	18.69	306	12.56
TOTALS	1,248	100.00	1,188	100.00	2,436	100.00



A comparison of ITEM 2 with ITEM 10 (p. 65) indicates two main conclusions: 1) there is an evident correlation between the subject matter of materials requested and the requestor's academic discipline or subject of instruction or study. Within the first four divisions listed above, which comprise 83.83% of the total, materials in science, history, medicine and literature account for 56.73% of the requests; and 2) when individuals in the arts make ILL requests, they tend to ask for the original materials, while individuals in the sciences more often request photocopies. Of the interlibrary loans, 79% were in the arts and 11% in the sciences, while 44% of the photoduplication requests were in the sciences and 33% in the arts. This comparison is expanded in the discussion of ITEM 10.

ITEM 3: TYPES OF BORROWING LIBRARIES

The libraries borrowing from the 21 institutions of the Core Group were, of course, the survey sample of 77 academic libraries in Ohio.

ITEM 4: KINDS OF MATERIALS REQUESTED FROM THE CORE GROUP

MATERIALS	INTERLIBRARY LOANS		PHOTODUPLICATIONS		GRAND TOTAL	%
	Frequency of kind	%	Frequency of kind	%		
BOOK	835	66.91	113	9.51	948	38.92
DISSERTATION/THESIS	169	13.54	28	2.36	197	8.09
JOURNAL	124	9.94	929	78.19	1053	43.23
TECHNICAL REPORT	36	2.88	26	2.19	62	2.55
PROCEEDINGS	23	1.84	60	5.05	83	3.40
MICROFORMS	51	4.09	16	1.35	67	2.75
MISCELLANEOUS*	10	0.80	6	0.51	16	0.65
UNIDENTIFIED			10	0.84	10	0.41
TOTALS	1248	100.00	1188	100.00	2436	100.00

* recordings, scores, films, etc.

When loan and photoduplication requests to all out-of-state libraries are considered, theses and dissertations account for approximately 20% of the total, journals for about 30%, and books for about 40%. The lower percentage for theses and dissertations requested from the Core Group is probably due to the inclusion of the four active non-academic lending libraries.

From both ITEM 4 and Figure 15, it is evident that books are loaned and journal articles are photocopied. This practice is, of course, as it should be, conforming to A.L.A. regulations and to the rules of logic and economy.

FIGURE 15: KINDS OF MATERIALS LOANED BY OUT-OF-STATE INSTITUTIONS IN TWO REGIONS OF THE UNITED STATES WITH TRANSACTIONS OF COMPARABLE SIZE

SOUTHWEST						
MATERIALS	INTERLIBRARY LOANS		PHOTODUPLICATION REQUESTS		GRAND TOTAL	%
	Frequency of Kind	% of TOTAL	Frequency of Kind	% of TOTAL		
BOOK	73	49.32	21	21.88	94	38.52
DISSERTATION/THESIS	44	29.73	1	1.04	45	18.44
JOURNAL	15	10.14	58	60.42	73	29.92
TECHNICAL REPORT	3	2.03	5	5.21	8	3.28
MICROFORM	12	8.11	2	2.08	14	5.74
OTHERS	1	0.67	9	9.37	10	4.10
TOTALS	148	100.00	96	100.00	244	100.00

SOUTHEAST						
MATERIALS	INTERLIBRARY LOANS		PHOTODUPLICATION REQUESTS		GRAND TOTAL	%
	Frequency of Kind	% of TOTAL	Frequency of Kind	% of TOTAL		
BOOK	77	49.67	1	2.70	78	40.63
DISSERTATION/THESIS	39	25.17	1	2.70	40	20.83
JOURNAL	14	9.03	33	89.20	47	24.48
TECHNICAL REPORT	8	5.16	1	2.70	9	4.69
MICROFORM	13	8.39	-	-	13	6.77
OTHERS	4	2.58	1	2.70	5	2.60
TOTALS	155	100.00	37	100.00	192	100.00

ITEM 5: SOURCES OF REFERENCE FOR MATERIALS REQUESTED FROM THE CORE GROUP

SOURCES	I L L	%	PD	%	GRAND TOTAL	%
Bibliographic Lists	822	94.59	728	97.46	1550	95.92
Personal[†]	29	3.33	18	2.41	47	2.91
Cleveland Regional Union Catalog	13	1.50	-	-	13	0.80
Other Lists and Catalogs	5	0.58	1	0.13	6	0.37
TOTAL VERIFIED	869	100.00	747	100.00	1616	100.00
UNVERIFIED	379	30.37	441	37.12	820	33.66
VERIFIED	869	69.63	747	62.88	1616	66.34
TOTALS	1,248	100.00	1,188	100.00	2,436	100.00

[†] Interpreted as meaning referral by instructor, friend, personal knowledge, etc.

It is most significant that 33.66% of the requests made of the Core Group by Ohio academic institutions were not verified. It might be expected that a high percentage of unfilled requests would follow, but in ITEM 6 it can be seen that less than 1/5 of the requests went unfilled. This fact would suggest that the burden of verification was assumed by the lending library, or that the other information provided on the request form was sufficient for location of the desired material. Most libraries will look in at least one location for requested material, and the request form will be returned for verification only if the material was not found at that time. The charitable assumption might also be made that omission of the verification-entry on the form was merely an oversight. (See the question about telephoning, pp. 22-23).

The whole problem of verification is a vexed one. As Pings says, verification "is without question the most important single step for the smooth operation of the rest of the transaction."* Yet the Ohio study indicates that it is not a process carried out with either thoroughness or consistency. In partial defense of those responsible for interlibrary loan transactions, it should be stated that the union lists and catalogs available are neither complete nor accurate, that weeding is accomplished belatedly if at all, and that their general untrustworthiness, after having been proven once or twice, does not encourage users to apply to them again.

The sources of verification cited most were the Library of Congress catalogs (41.71%), the Union List of Serials (34.28%), and the National Union Catalog (12.56%)**

---

*Vern M. Pings, "The Interlibrary Loan Transaction," Report No. 1, Detroit: Wayne State University School of Medicine Library and Biomedical Information Service Center, January, 1964, p. 3.

**These sources, as well as all sources listed in Appendix III of the ALA Interlibrary Loan Code 1952 (rev. 1956), have been collected in ITEMs 5 under the heading of "Bibliographic Lists." The percentages given above for each of the three most cited sources are based on individual tabulations not given here. (A copy of the Code begins on page 137).

ITEM 6: REASONS GIVEN BY THE CORE GROUP FOR REQUESTS UNFILLED

REASONS NOT SENT	INTERLIBRARY LOANS		PHOTODUPLICATION REQUESTS		GRAND TOTAL	%
	Frequency of Reasons	% of Total	Frequency of Reasons	% of Total		
Not owned by library	93	28.27	45	34.35	138	30.00
Non-circulating	83	25.23	30	22.90	113	24.56
In use--Hold placed	72	21.88	14	10.69	86	18.69
Missing--Being searched	33	10.03	9	6.87	42	9.13
Referral to other source	16	4.86	4	3.05	20	4.35
Cannot verify as cited	4	1.22	1	0.76	5	1.09
Other	28	8.51	28	21.38	56	12.18
TOTAL UNFILLED	329	100.00	131	100.00	460	100.00
TOTAL FILLED Total Unfilled	919 329	73.63 16.37	1057 131	88.97 11.03	1976 460	81.12 18.88
TOTALS	1248	100.00	1188	100.00	2436	100.00

The high percentage of requests which went unfilled because the libraries queried did not own the materials need not necessarily be related to the fact that a large number of requests were not verified. It is a tempting correlation to make, considering the 33.66% of unverified requests seen in ITEM 5, but further investigation is required.

About 25% of the requests which the libraries of the Core Group did not honor were for non-circulating materials, of which many were relatively current. The requesting libraries might have anticipated this response in view of Section V of the 1956 A.L.A. Code. On the other hand, as indicated in the following paragraphs, user requests for current materials run high, and the ILL records naturally reflect this demand.

More than half of the materials requested, as shown in the tabulation for ITEM 7, were less than 20 years old; of these, nearly 1/3 were less than 10 years old. Photoduplication requests for materials less than 15 years old account for 57.37% of all such requests.

Interestingly, materials of the early 60's were much in demand, while those dated 5 years earlier and 5 years later were sought much less, and to about the same extent. Materials of the 30's and of the Victorian period were apparently of substantial interest.

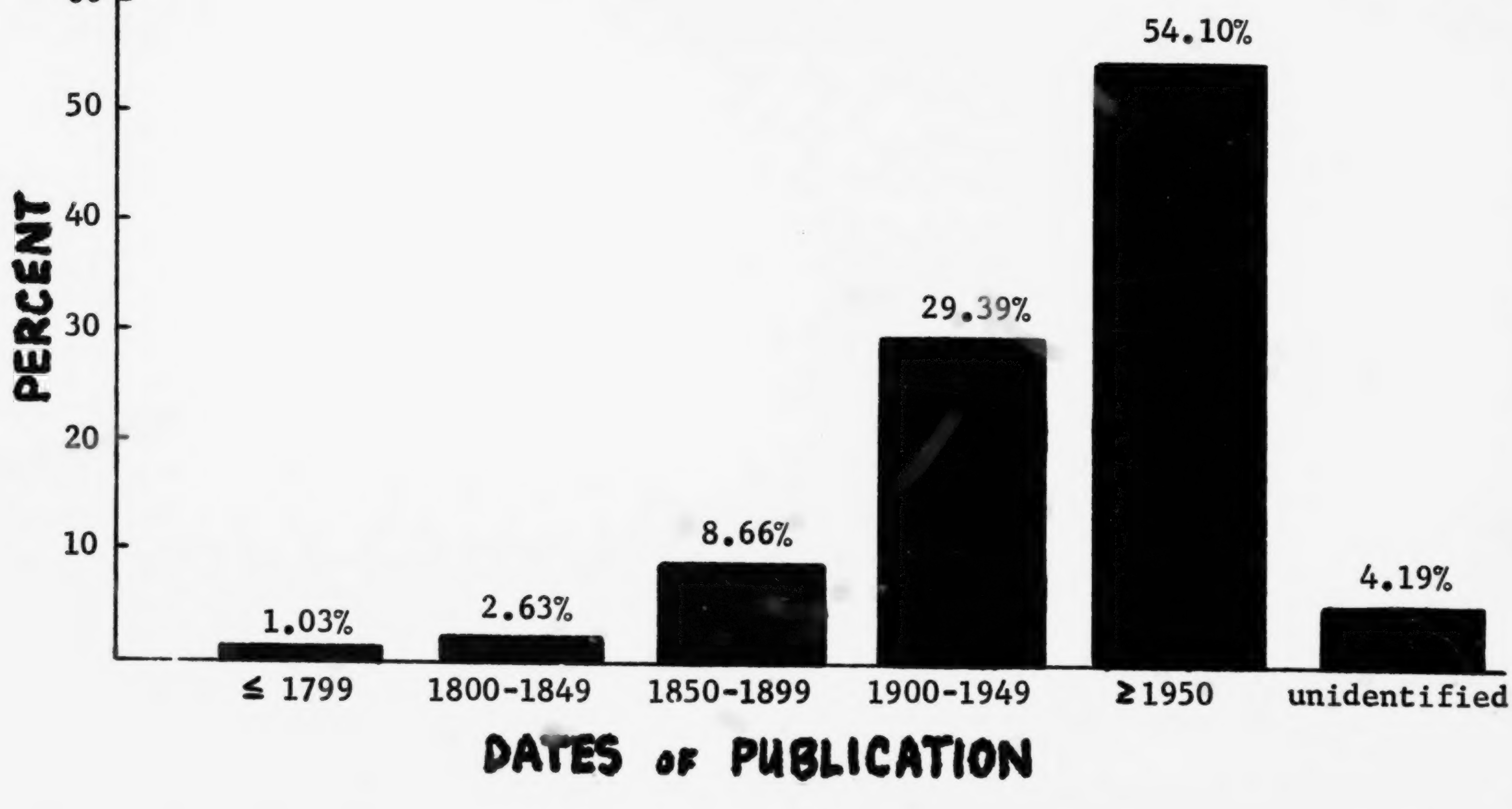
Note that publication dates were omitted entirely from 4.19% of the 2,436 forms. This fact adds to the time and effort of the receiving library and therefore to the expense of processing the request. It would be tempting to say that omission of the date, an important characteristic of the document for identification purposes, increased the number of unfilled requests, but data were not gathered to support this hypothesis. And, as stated earlier, no direct relationship between the "unverified" group of requests and the "unfilled" group can be proven. But these observations would support the Wayne State recommendation* that ILL requests be accepted only if the bibliographic information is complete.

---

* Jo Ann Andrews, "An Analysis of Wayne State University Medical Library Unfilled Interlibrary Loan Requests," Report No. 32, Detroit; Wayne State University School of Medicine and Biomedical Information Service Center, April, 1967, p. 5.

ITEM 7: DATES OF PUBLICATION OF MATERIALS REQUESTED FROM THE CORE GROUP

	INTERLIBRARY LOANS		PHOTODUPLICATION REQUESTS		GRAND TOTAL	%
	Frequency of Dates	% of TOTAL	Frequency of Dates	% of TOTAL		
1965-69	81	6.49	224	18.86	305	12.52
1960-64	203	16.28	286	24.08	489	20.07
1955-59	151	12.09	172	14.43	323	13.26
1950-54	104	8.34	97	8.17	201	8.25
1940-49	112	8.98	66	5.56	178	7.31
1930-39	144	11.54	92	7.74	236	9.69
1920-29	74	5.93	38	3.18	112	4.59
1910-19	53	4.25	30	2.53	83	3.41
1900-09	74	5.93	33	2.78	107	4.39
1850-1899	118	9.46	93	7.83	211	8.66
1800-1849	46	3.61	18	1.51	64	2.63
1750-1799	13	1.04	2	0.16	15	0.62
1700-1749	3	0.24	-	-	3	0.12
Before 1700	7	0.56	-	-	7	0.29
Unidentified	65	5.21	37	3.17	102	4.19
TOTALS	1,248	100.00	1,188	100.00	2,436	100.00



ITEM 8 summarizes ranges for the number of pages involved in photoduplication requests. Unfortunately, the page numbers for the articles and/or book passages were not always given(17.52% unidentified), but for the most part the range was from 5-16 pages. Insufficient information on the forms prohibited a thorough investigation of costs involved in these transactions, although it may be mentioned that certain of the Core Group did not charge for the photocopies sent to some of the libraries requesting them.

ITEM 8: TOTAL NUMBER OF PAGES INVOLVED IN PHOTODUPLICATION REQUESTS FOR LOANS MADE BY THE CORE GROUP

NUMBER OF PAGES	PHOTODUPLICATION REQUESTS		CUMULATIVE %
	Frequency of Mode	% of Total	
1 - 2	123	10.35	10.35
3 - 4	170	14.30	24.65
5 - 8	242	20.37	45.02
9 -16	247	20.79	65.81
17 -32	129	10.86	76.67
33 -64	47	3.96	80.63
>65	22	1.85	82.48
Unidentified	208	17.52	100.00
TOTALS	1188	100.00	

It seemed advisable to differentiate the requests made on Interlibrary Loan Request forms from those made on Library Photoduplication Order forms in order to establish the relative usefulness of the two forms. The Interlibrary Loan Request form was used for nearly 40% of the photoduplication orders, as shown in ITEM 9. In some cases, the ILL Request form was used as if it were a Library Photoduplication Order. More frequently, the ILL Request form carried the alternative request to "Xerox if non-circulating," or the equivalent. However, it should be mentioned that many of the materials subject to this type of "dual" request were journal articles, theses, etc.--items which are known to be non-circulating for the most part.

When the item requested was a book, often the same instruction applied, with specific pages in the book indicated.

ITEM 9: TRAFFIC FOR PHOTODUPLICATION REQUESTS FOR LOANS MADE BY THE CORE GROUP

KIND OF FORM USED TO MAKE REQUESTS	PHOTODUPLICATION REQUESTS	
	Frequency of Use	% of Total
Interlibrary Loan Request	456	38.38
Library Photoduplication Order	322	27.11
Special*	410	34.51
TOTALS	1188	100.00

*Neither of the A.L.A. forms. "Special" forms included all requests made either 1) on an authorized purchase order (when the institution was borrowing), or through 2) a letter (when the institution was loaning). Since billing for charges is implicit in this type of transaction, it seems reasonable that many institutions choose to use purchase orders rather than the ALA forms when requesting photocopies. Obviously, not all requests come from libraries, so the letter-requests from individuals, businesses, industries, etc., must serve as records for these transactions.

Delineating the subject areas of the materials requested, as shown in ITEM 10, presented a few problems. More often than not, the call numbers were not recorded, so that an ad hoc classifying of the title was necessary in order to ascertain the subject areas for encoding purposes.* Differences in the classification schemes (Dewey Decimal and Library of Congress) used by the institutions in the survey population necessitated devising a comparative table of the two systems (see Appendix 15). The subject delineation used in ITEM 10 is that of the Library of Congress, since it is more commonly used.

Science, history, medicine, and literature, in that order, were the subjects most frequently encountered in the materials requested. Individually they seemed to dwarf all other areas, while together they comprised 56.73% of all materials requested. A number of observations can be made on the basis of ITEM 10 by comparing the requests for interlibrary loans with those for photocopies, especially for the four major subject areas mentioned.

Scientific and medical literatures have their greatest, or most urgent, voices through journals. It follows, then, that requests for photocopies of materials in these two areas should supercede requests made for interlibrary loans, particularly since journals are usually non-circulating. A comparison gives ratios of approximately 3 : 1 and 4 : 1. For history and literature, on the other hand, the ratio of articles to books is about 1 : 3.

Certain of the "dual" headings (starred in ITEM 10) in the LC classification were further analyzed. It is seen that the literature of religion is requested more than twice as much as that of either philosophy or psychology. Also, people seem relatively more interested in their own development than in the earth's. Requests for English and American literature together, not surprisingly, represent over 40% of those made for all kinds of literature.

---

*That there were 3.78% of the subject areas unidentified arises from this problem. Not every title yielded its secret, and no attempt was made to do further checking.

ITEM 10: SUBJECT AREAS OF MATERIALS REQUESTED FROM CORE GROUP

SUBJECT AREAS (LC Classif.)	ILL	%	PD	%	GRAND TOTAL	%
GENERAL WORKS-POLYGRAPHY	40	3.21	37	3.11	77	3.16
PHILOSOPHY-RELIGION*	84	6.73	40	3.37	124	5.09
HISTORY+	244	19.55	84	7.07	328	13.46
GEOGRAPHY-ANTHROPOLOGY**	58	4.65	26	2.19	84	3.45
SOCIAL SCIENCES-ECONOMICS	93	7.45	49	4.12	142	5.83
SOCIOLOGY	53	4.25	32	2.69	85	3.49
POLITICAL SCIENCE	38	3.04	11	0.93	49	2.01
LAW	8	0.64	14	1.18	22	0.90
EDUCATION	64	5.13	32	2.69	96	3.94
MUSIC	25	2.00	13	1.09	38	1.56
FINE ARTS	40	3.21	18	1.52	58	2.38
LANGUAGE and LITERATURE***	218	17.68	75	6.31	293	12.03
SCIENCE	125	10.02	336	28.28	461	18.92
MEDICINE	66	5.29	234	19.70	300	12.32
AGRICULTURE	9	0.72	29	2.44	38	1.56
TECHNOLOGY	43	3.45	70	5.89	113	4.64
BIBLIOGRAPHY and LIBRARY SCI.	23	1.84	13	1.09	36	1.48
UNIDENTIFIED	17	1.36	75	6.31	92	3.78
TOTAL	1,248	100.00	1,188	100.00	2,436	100.00
* Philosophy	21	1.68	11	0.93	32	1.31
Psychology	12	0.96	17	1.43	29	1.19
Religion	51	4.09	12	1.01	63	2.59
** Geography	18	1.44	7	0.59	25	1.03
Anthropology	40	3.21	19	1.60	59	2.42
*** Language	26	2.13	10	0.84	36	1.48
Literature	106	8.49	34	2.86	140	5.75
English & American Lit.	86	7.06	31	2.61	117	4.80

+ includes auxiliary sciences, topography, America

In summary, the analysis of the interlibrary loan transactions conducted by Ohio academic libraries with the Core Group of out-of-state institutions reveals that:

a. over 90% of the requests were made for faculty and/or graduate students;

b. of these requestors, a third represented the humanities and fine arts, 27% the natural and health sciences and 23% the social and behavioral sciences;

c. the kinds of materials most often requested were journal articles and books, in a ratio of 1 : .9, together representing 82% of the kinds of materials sought;

d. of the requests made of the Core Group, 33.66% were not verified;

e. The Library of Congress catalogs, the Union List of Serials, and the National Union Catalog together represented 59% of the sources used for verification;

f. of the requests which went unfilled (about 19% of the total number of requests made), 30% were for materials not owned by the library, 25% were for non-circulating items and almost 20% were for materials in use at the time the request was made;

g. generally, the greatest demand was for current items, nearly 33% for materials less than 10 years old;

h. the range for the number of pages per photoduplication request was 5-16;

i. use of the Library Photoduplication Order form, approved by ALA as the appropriate vehicle, was relatively low (27%), especially in comparison with the use of the Interlibrary Loan Request form or various other devices for this purpose (73%);

j. science, history, medicine and literature, in that order, were the subject areas of 57% of all materials requested, scientific and medical literatures being requested primarily in the form of photocopies and history and literature mainly via loan of originals.

PART 4:

INTERLIBRARY LOAN ACTIVITIES CONDUCTED AMONG OHIO LIBRARIES

A total of 8,968 forms represented the sample taken of the total transactions among all types of libraries in Ohio and outside of the state. Of these, 5,058 forms represented exchanges among institutions within Ohio, and they are the subject of this part of the report.

Figure 16 lists alphabetically the Ohio libraries involved in the sample, grouped by type of library which did the lending. The academic libraries in Ohio depended most heavily on one another for materials (also see ITEM 3, p. 75).

Due to the nature of the sampling technique used, it is apparent that certain libraries were "retrieved" while others were not. This is especially evident for those libraries listed whose grand total is 1 or 2. It will be recalled that in Part 2 the transactions (100%) were viewed as borrows by the survey population, but it should be pointed out that certain conclusions can be drawn from these data with regard to lending patterns.

In Figure 16, the lending trends are shown. Actually, Parts 2 and 4 would have yielded identical information (the former based on 100% of the forms received and the latter based on a 25% sample), since the two studies merely utilized different approaches to the same data, viz., who borrows from whom and to what extent, and who loans to whom and to what extent. For example, both Parts show that The Ohio State University, Case Western Reserve, Oberlin College and the University of Cincinnati are the state's most used academic libraries, and that Cleveland and Cincinnati public libraries are the state's most frequently used public libraries.

FIGURE 16: INSTITUTIONAL DELINEATION OF THE 25% SAMPLE OF OHIO LIBRARIES' LOANS

TYPE	INSTITUTION	ILL	%	PD	%	TOTAL	% GRAND TOTAL
ACADEMIC	* Akron, U. of	4	0.10	4	0.42	8	0.16
	Antioch College	86	2.09	13	1.37	99	1.96
	Bowling Green State U.	-	-	6	0.64	6	0.12
	Case Western Reserve U.	786	19.12	187	19.73	973	19.24
	Cedarville College	1	0.02	2	0.21	3	0.06
	Central State U.	52	1.27	3	0.32	55	1.09
	Cincinnati, U. of	543	13.21	179	18.88	722	14.27
	Cleveland State U.	18	0.44	2	0.21	20	0.40
	Dayton, U. of	39	0.95	28	2.95	67	1.32
	Hiram College	6	0.15	-	-	6	0.12
	John Carroll U.	24	0.58	1	0.11	25	0.49
	Kent State U.	74	1.80	50	5.27	124	2.45
	Kenyon College	5	0.12	3	0.32	8	0.16
	Malone College	6	0.15	-	-	6	0.12
	Marietta College	9	0.22	5	0.53	14	0.28
	Miami U.	177	4.31	39	4.11	216	4.27
	Oberlin College	681	16.57	111	11.71	792	15.66
	* Ohio State U.	911	22.17	80	8.44	991	19.59
	Ohio U.	62	1.51	43	4.54	105	2.08
	Ohio Wesleyan U.	109	2.65	23	2.43	132	2.61
	Pontifical College	1	0.02	-	-	1	0.02
	United Theological Sem.	-	-	1	0.11	1	0.02
	Wilberforce U.	7	0.17	-	-	7	0.14
	Wittenberg U.	60	1.46	11	1.16	71	1.40
	Wooster, College of	27	0.66	9	0.95	36	0.71
	Wright State U.	19	0.46	3	0.32	22	0.43
	SUBTOTAL	3,707	90.20	803	84.73	4,510	89.17
State	State Library of Ohio	88	2.14	18	1.90	106	2.10

* Based on transactions for a 6-month period. All others are for a 12-month period.

(cont'd.)

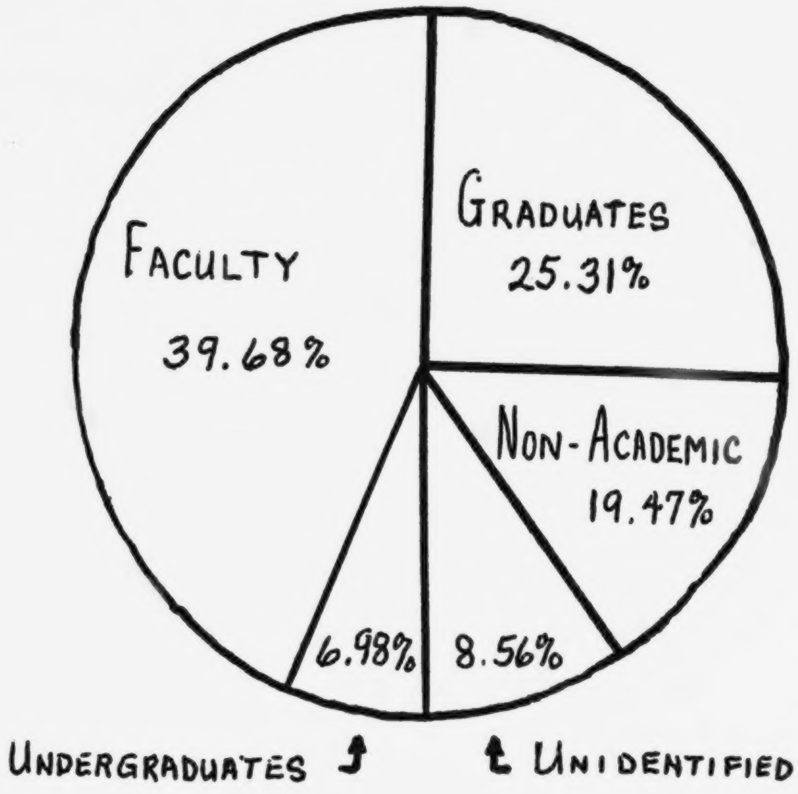
FIGURE 16: (cont'd.)

TYPE	INSTITUTIONS	ILL	%	PD	%	TOTAL	% GRAND TOTAL
PUBLIC	Canton	3	0.07	-	-	3	0.06
	Chillicothe	1	0.02	-	-	1	0.02
	Cincinnati (& Hamilton)	2	0.05	-	-	2	0.04
	Cleveland	34	0.83	10	1.06	44	0.87
	Cuyahoga County	85	2.07	12	1.27	97	1.92
	Dayton (& Montgomery)	1	0.02	-	-	1	0.02
	East Cleveland	12	0.29	2	0.21	14	0.28
	East Liverpool	3	0.07	-	-	3	0.06
	Lakewood	1	0.02	-	-	1	0.02
	Mansfield	1	0.02	-	-	1	0.02
	Middletown	3	0.07	-	-	3	0.06
	Toledo	2	0.05	-	-	2	0.04
	Warren	1	0.02	-	-	1	0.02
	Xenia (Greene County)	3	0.07	-	-	3	0.06
	Youngstown (& Mahoning)	2	0.05	2	0.21	4	0.08
	SUBTOTAL	154	3.72	26	2.75	180	3.57
SPECIAL (OTHER)	Battelle Memorial Inst.	4	0.10	4	0.42	8	0.16
	Bay View Hospital	-	-	1	0.11	1	0.02
	Cleveland Health Sciences Lib. (CWRU)	104	2.53	92	9.70	196	3.88
	Rutherford B. Hayes	2	0.05	-	-	2	0.04
	Marathon Oil Co. Lib.	1	0.02	-	-	1	0.02
	Wright-Patterson AF Technical Lib.	50	1.22	4	0.42	54	1.07
	SUBTOTAL	161	3.92	101	10.65	262	5.19
	GRAND TOTALS	4,110	100.00	948	100.00	5,058	100.00
	% GRAND TOTALS	81.26%		18.74%			

Viewing Figure 16 more generally then, a comparison of the types of requests made shows that 81.26% of the total transactions among Ohio libraries were interlibrary loans and 18.74% were photoduplication requests. (In a similar comparison made in Part 3, out-of-state transactions were found to be 51.23% interlibrary loans to 48.77% photoduplication requests.) Thus, in Ohio, there is about a 4 : 1 relationship between interlibrary loans and photoduplication requests, while the out-of-state ratio is approximately 1 : 1. In order to evaluate these relationships, several conclusions are drawn from the following tables(ITEMs). They summarize the information obtained from the ten items numbered on the A.L.A. forms (Figure 12) for the transactions among Ohio libraries listed in Figure 16. Regarding the out-of-state ratio, it is possible that the two types of transactions nearly equal each other in number because the survey population generally tended to go out of the state for materials and specifically for articles (i.e., photocopies of articles) from the special collections of the four non-academic institutions of the Core Group (see Figure 11, p. 43).

ITEM 1: STATUS OF REQUESTORS SERVED BY OHIO LIBRARIES

STATUS	INTERLIBRARY LOANS	%	PHOTODUP. REQUESTS	%	GRAND TOTAL	%
Faculty	1615	39.30	392	41.35	2007	39.68
Graduates	1166	28.37	114	12.03	1280	25.31
Undergraduates	344	8.37	9	0.95	353	6.98
Non-Academic	797	19.39	188	19.83	985	19.47
Unidentified	188	4.57	245	25.84	433	8.56
TOTAL	4110	100.00	948	100.00	5058	100.00



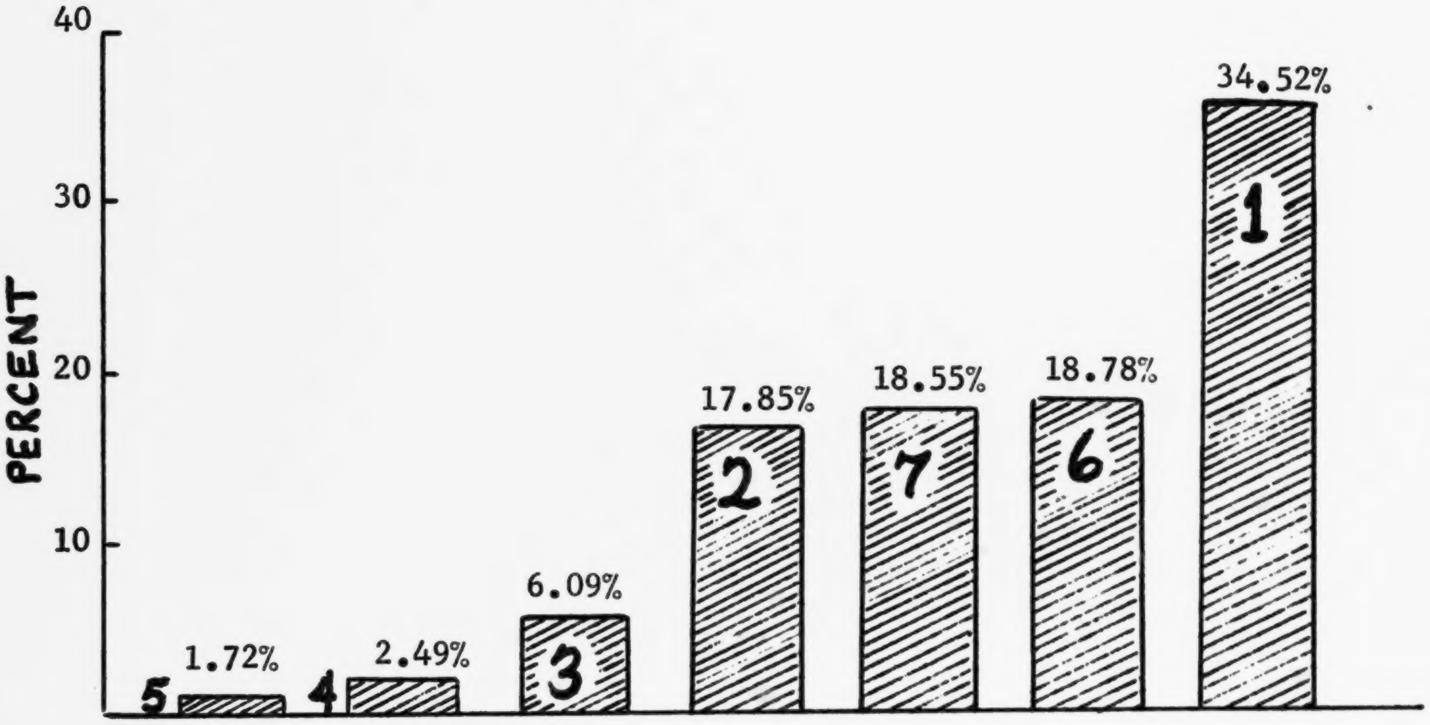
The figures in ITEM 1 support the conclusion that, on the whole, Ohio libraries follow the recommendations of the A.L.A. under Section II of the code; 65% of the total transactions were made for faculty and graduate students and only 7% for undergraduates.

That almost 1/5 of the total transactions were made for "non-academic" requestors may be the result of the several informal arrangements among various Ohio libraries which were reported in Part 1. It may, on the other hand, be due to the large number of non-academic research personnel on some campuses. Incidentally, the "unidentified" category again exposes the carelessness involved in completing the forms. This fact, of course, will recur in each of the tables which follow. In this regard it should be mentioned that, for the most part, the academic libraries were slightly more careful in completing the forms when they were borrowing from outside the state (compare ITEMs of Parts 3 and 4, in this respect).

One reason that seems to support the nearly four-to-one relationship between interlibrary loans and photoduplication requests may be seen from data in ITEM 2. Over 50% of the requests were made for requestors in disciplines the literature of which appears mostly in book-form rather than in the form of articles. For example, of the 2,649 requests in Humanities and Fine Arts and the Social and Behavioral Sciences, only 312 (about 15%) were photoduplication requests, whereas 151 (35%) of the 434 requests in the natural and health sciences were for photoduplications. For the same grouping of disciplines in ITEM 2 of Part 3, the percentages obtained were 28% and 78%, respectively.

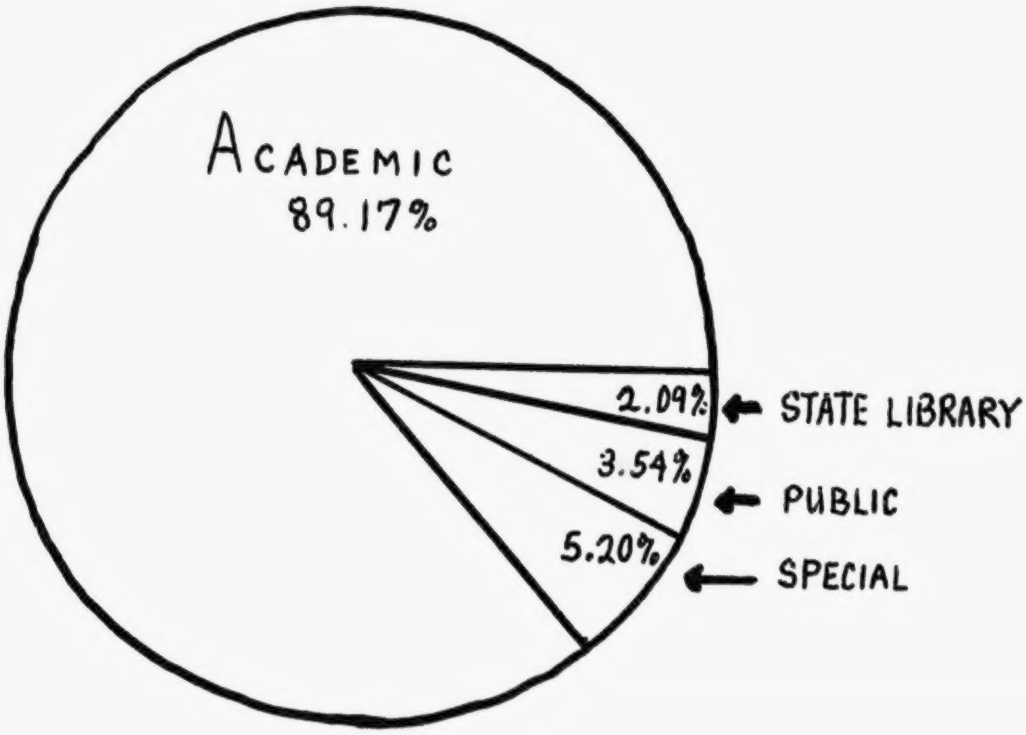
ITEM 2: MAJOR DIVISIONS OF INSTRUCTION OR STUDY SERVED BY OHIO LIBRARIES

DIVISION	ILL	%	PD	%	GRAND TOTAL	%
1. HUMANITIES & FINE ARTS	1,617	39.34	129	13.61	1,746	34.52
2. SOCIAL & BEHAVIORAL SCS.	720	17.52	183	19.31	903	17.85
3. NATURAL SCIENCES	199	4.84	109	11.49	308	6.09
4. HEALTH SCIENCES	84	2.04	42	4.43	126	2.49
5. ENGINEERING/MILITARY SCS.	59	1.44	28	2.95	87	1.72
6. NON-ACADEMIC	790	19.22	160	16.88	950	18.78
7. UNIDENTIFIED	641	15.60	297	31.33	938	18.55
TOTALS	4,110	100.00	948	100.00	5,058	100.00



ITEM 3: TYPES OF LIBRARIES LENDING TO OHIO ACADEMIC LIBRARIES

TYPE	ILL	%	PD	%	GRAND TOTAL	%
ACADEMIC	3707	90.20	803	84.71	4510	89.17
PUBLIC	153	3.72	26	2.74	179	3.54
SPECIAL	162	3.94	101	10.65	263	5.20
STATE LIBRARY OF OHIO	88	2.14	18	1.90	106	2.09
TOTALS	4110	100.00	948	100.00	5058	100.00



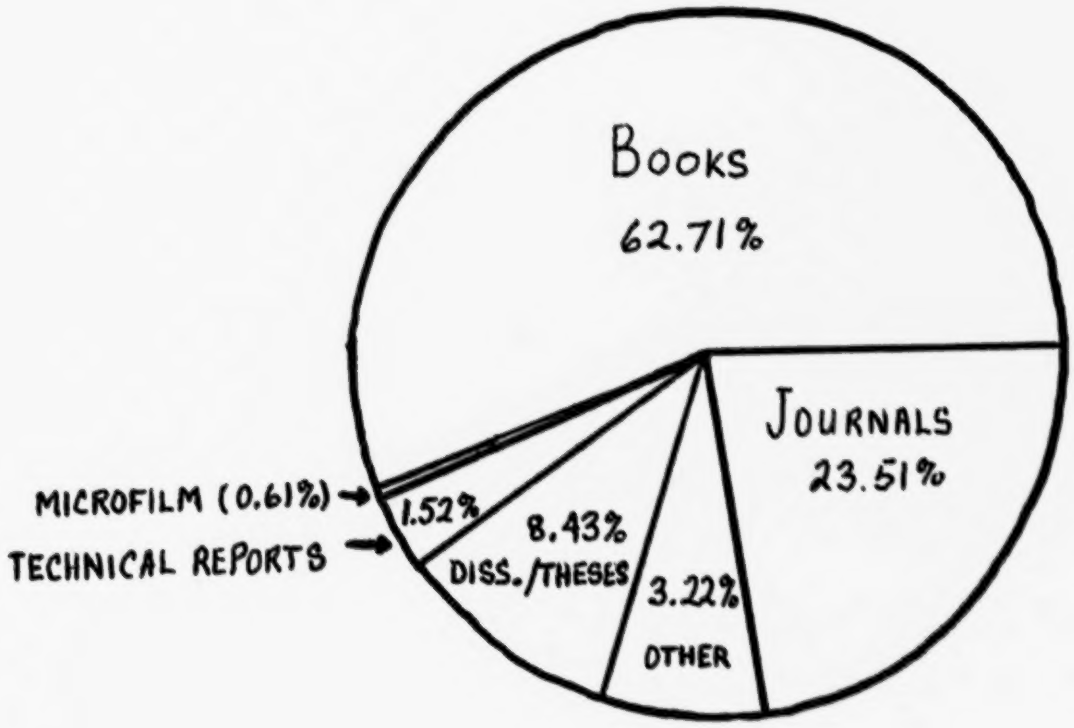
The academic libraries in Ohio accounted for nearly 90% of all loans made to the survey population for transactions conducted in the state, with 82.20% of these requests for interlibrary loans and 17.80% for photoduplications.

The data in ITEM 4 show that books account for over 60% of the materials requested, while journal articles account for over a fifth.

The requests for dissertations and theses from academic libraries in Ohio are about equal to the requests for the same items from out-of-state libraries (compare with Part 3, ITEM 4).

ITEM 4: KINDS OF MATERIALS REQUESTED FROM OHIO LIBRARIES

MATERIALS	I L L	%	P D	%	GRAND TOTAL	%
BOOK	3089	75.16	83	8.76	3172	62.71
DISSERTATION/THESIS	398	9.68	28	2.96	426	8.43
JOURNAL	426	10.36	763	80.49	1189	23.51
TECHNICAL REPORT	64	1.56	13	1.37	77	1.52
MICROFILM/FICHE	27	0.66	4	0.42	31	0.61
OTHER	106	2.58	57	6.00	163	3.22
TOTALS	4110	100.00	948	100.00	5058	100.00



It is important to note in ITEM 5 that 39.28% of the total transactions sent to Ohio libraries were unverified, especially since this is an even higher percentage than for those sent to out-of-state libraries (33.66%). This fact, together with the relatively high incidence of incomplete (and inaccurate) items on the forms both adds to the burden of the lending libraries and inconveniences the clientele of the borrowing libraries through the inevitable delay involved.

ITEM 5: SOURCES OF REFERENCE FOR MATERIALS LOANED TO OHIO ACADEMIC LIBRARIES

SOURCES	INTERLIBRARY LOANS	%	PHOTODUP. REQUESTS	%	GRAND TOTAL	%
Bibliographic Lists	2168	87.56	547	92.71	2715	88.55
Cleveland Regional Union Catalog (CRUC)*	160	6.46	4	0.68	164	5.35
Personal†	113	4.56	8	1.36	121	3.95
State Library of Ohio	11	0.45	2	0.33	13	0.42
Other Lists and Catalogs	24	0.97	29	4.92	53	1.73
TOTAL VERIFIED	2476	100.00	590	100.00	3066	100.00
Unverified	1634	39.76	358	37.76	1992	39.38
Verified	2476	60.24	590	62.24	3066	60.62
TOTAL	4110	100.00	948	100.00	5058	100.00

†Interpreted as meaning referral by instructor, friend, chance, personal knowledge, etc.

* Note must be made of the relatively small use of the CRUC and the Union Catalog maintained by the State Library of Ohio, but this observation is not intended to imply a judgment of value, in either case. A test "hookup" by teletype between the northeastern (mainly academic) catalog and the central (mainly public) one was not set up until after the period covered by this survey, so its effect, even potentially, is not shown. Furthermore, as has been indicated elsewhere, the CRUC in particular has been underpromoted and therefore underused.

Again, the sources of verification cited most often were the Library of Congress catalogs (45.11%), the National Union Catalog (20.25%), and the Union List of Serials (15.23%).* Comparison of this ITEM with the same one in Part 3 shows that the Union List of Serials is used more than twice as much to verify items requested from institutions outside the state than those sent to libraries within the state.

The reasons for unverified transactions ought not to be equated with those given in ITEM 6 for unfilled requests. It has been noted that this would be tempting to do, especially since nearly 40% of the unfilled requests went unfilled because the materials were not owned by the libraries involved. That "cannot verify as cited" ranks lowest of all reasons given is due to failure to comply with requests and not because the materials were unverified in the sense above. Although cost, i.e., the "estimated cost of microfilm, photoprint," was encoded in our design as a reason, it did not enter the picture at all. About 75% of the total number of requests were filled, however.

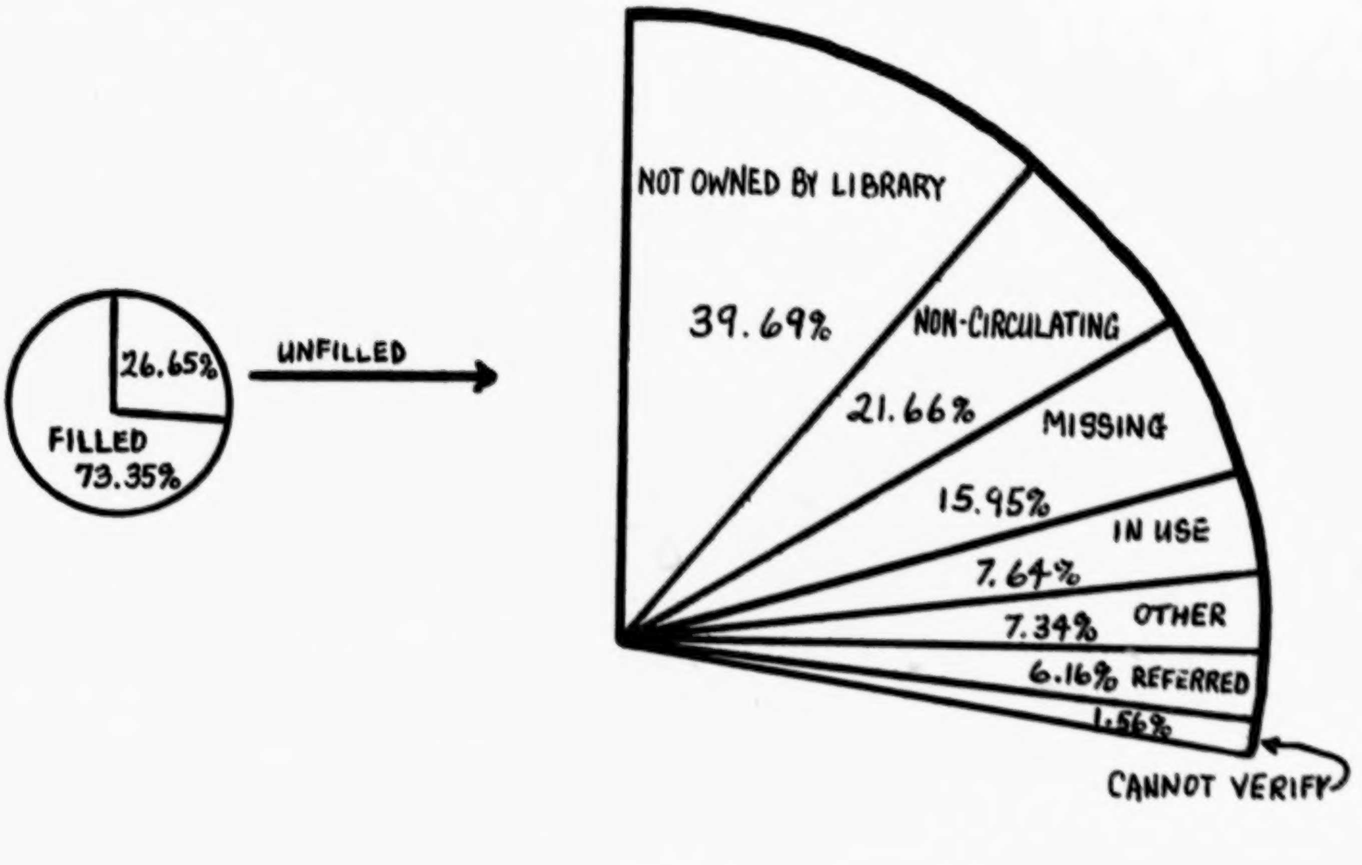
Of the transactions among Ohio libraries, about 1/3 of the interlibrary loans and 1/4 of the photoduplications went unfilled. For the same ITEM in Part 3 (out-of-state requests), only 1/8 of the photoduplication requests went unfilled, while interlibrary loans went unfilled to the same extent as they were within the state. Although these data would indicate that photoduplication requests were more likely to be filled by institutions outside the state than by Ohio institutions, this state of affairs may only indicate richer holdings by the out-of-state libraries whose resources were tapped.

---

* These sources, as well as all sources listed in Appendix III of the ALA Interlibrary Loan Code 1952 (rev. 1956), have been collected in ITEMs 5 under the heading of "Bibliographic Lists." The percentages given above for each of the three most cited sources are based on individual tabulations not given here. (A copy of the Code begins on p. 137).

ITEM 6: REASONS GIVEN BY OHIO LIBRARIES FOR REQUESTS UNFILLED

REASONS NOT SENT	ILL	%	PD	%	GRAND TOTAL	%
Not owned by library	419	35.72	116	66.32	535	39.69
Non-circulating	286	24.38	6	3.42	292	21.66
In use--Hold placed	99	8.44	4	2.28	103	7.64
Missing--Being searched	189	16.11	26	14.85	215	15.95
Cannot verify as cited	19	1.62	2	1.14	21	1.56
Referral to other source	80	6.82	3	1.71	83	6.16
Other	81	6.91	18	10.28	99	7.34
TOTAL UNFILLED	1,173	100.00	175	100.00	1,348	100.00
Total Filled	2,937	71.46	773	81.54	3,710	73.35
Total Unfilled	1,173	28.54	175	18.46	1,348	26.65
GRAND TOTAL	4,110	100.00	948	100.00	5,058	100.00

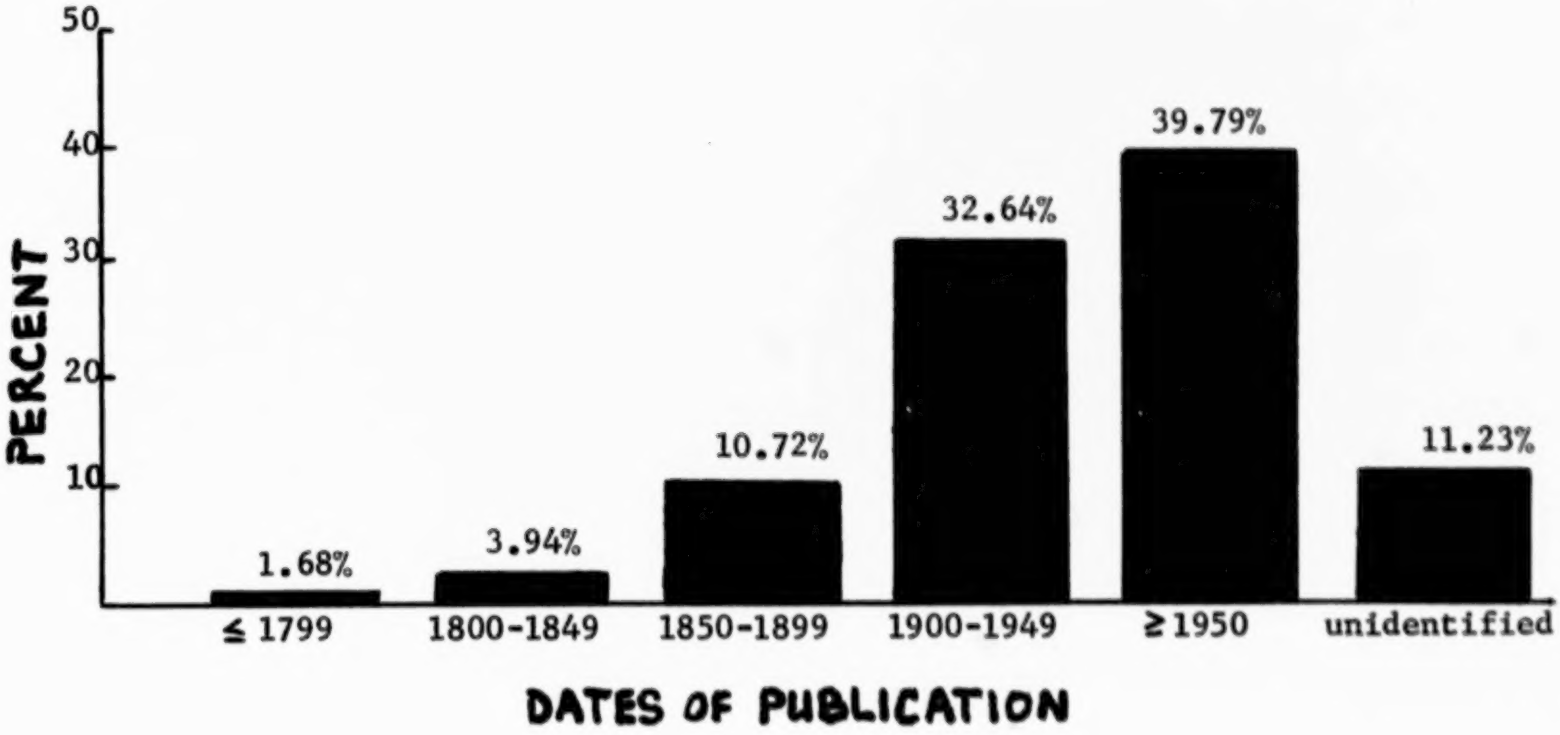


ITEM 7 shows a slightly more even distribution among the dates of publication of materials requested by the survey population from Ohio libraries than from out-of-state libraries. However, a significantly higher percentage of requests were sent to Ohio libraries without dates (see "unidentified")--over 2.5 time more, presumably for the reasons which have been mentioned above.

Further comparison between this ITEM in Parts 3 and 4 reveals that approximately the same number of titles dated before 1900 were sought within the state and outside. The greatest difference occurred in the 1950-to-present category, where as much as 15% more materials were requested from out-of-state libraries than from those in Ohio: interlibrary loans by Ohio libraries formed 34.16% of the total requests made, while for out-of-state libraries the percentage was 43.20%; photoduplication requests comprised 64.23% and 65.54%, respectively. Thus, photocopies for materials of this period were requested to about an equal extent, while the interlibrary loans by Ohio libraries were 9% less than those by out-of-state libraries for this period only; of the total requests made of Ohio libraries, it will be recalled, there were about four times as many interlibrary loans as there were photoduplication requests.

ITEM 7: DATES OF PUBLICATION OF MATERIALS REQUESTED FROM OHIO LIBRARIES

DATES	ILL	%	PD	%	GRAND TOTAL	%
1965-69	293	7.13	219	23.09	512	10.12
1960-64	441	10.73	200	21.09	641	12.67
1955-59	355	8.64	112	11.82	467	9.23
1950-54	315	7.66	78	8.23	393	7.77
1940-49	279	6.79	71	7.49	350	6.92
1930-39	431	10.49	61	6.43	492	9.73
1920-29	300	7.29	34	3.59	334	6.60
1910-19	172	4.18	34	3.59	206	4.07
1900-09	242	5.89	27	2.85	269	5.32
1850-1899	498	12.12	44	4.64	542	10.72
1800-1849	186	4.53	13	1.37	199	3.94
1750-1799	37	0.90	-	-	37	0.73
1700-1749	24	0.58	1	0.11	25	0.49
Before 1700	22	0.54	1	0.11	23	0.46
Unidentified	515	12.53	53	5.59	568	11.23
TOTALS	4,110	100.00	948	100.00	5,058	100.00



ITEM 8: TOTAL NUMBER OF PAGES INVOLVED IN PHOTODUPLICATION REQUESTS FROM OHIO LIBRARIES

NUMBER OF PAGES	PHOTODUPLICATION REQUESTS		CUMULATIVE %
	Frequency of Mode	% of Total	
1 - 2	127	13.39	13.39
3 - 4	149	15.72	29.11
5 - 8	202	21.33	50.44
9 -16	192	20.25	70.69
17-32	101	10.65	81.34
33-64	30	3.16	84.50
>65	20	2.11	86.61
Unidentified	127	13.39	100.00
TOTAL	948	100.00	

ITEM 8 shows that the number of pages involved in photoduplication requests ranges from 5 to 16. This range is the same as that for out-of-state photoduplication requests, as noted in Part 3.

It has been indicated that 1/3 or less of all photoduplication requests were submitted on Library Photoduplication Order forms. As ITEM 9 shows, 50% of such requests sent to Ohio libraries were actually made on Interlibrary Loan Request forms, about 12% more than for out-of-state photoduplication requests. Also, about 2.5 times more "special" forms were used for out-of-state photoduplication requests than for in-state. This finding is partially due to the various informal local arrangements (discussed in Part 1) permitting "free" photocopying for the members, which would reduce the need for purchase orders.

ITEM 9: TRAFFIC FOR PHOTODUPLICATION REQUESTS FROM OHIO LIBRARIES

KIND OF FORM USED TO MAKE REQUEST	PHOTODUPLICATION REQUESTS	
	Frequency of Use	% of Total
Interlibrary Loan Request	477	50.32
Library Photodup. Order	316	33.33
Special*	155	16.35
TOTAL	948	100.00

* Primarily purchase order forms used by the college/university

There are a number of differences appearing from comparison of ITEM 10 in Parts 3 and 4.

In Part 3, the largest number of requests made to out-of-state libraries were in science, history, medicine, and literature, in that order. The data for the subject areas of materials requested from Ohio libraries yield the following ranking: literature, science, history, and philosophy/religion, which together comprise 56.90% of materials requested. Although the subject areas rank in different order, it seems significant that 3 of the 4 are the _same_ subject areas, and that in both cases together they comprise almost the same percentage of all subjects requested (56.73% was the out-of-state figure). Less than half as many materials in the medical literature were requested of Ohio libraries than from out-of-state libraries; likewise, less than half as many materials in philosophy/religion were sought from out-of-state libraries than from Ohio libraries.

ITEM 10: SUBJECT AREAS OF MATERIALS REQUESTED FROM OHIO LIBRARIES

SUBJECT AREAS (LC Classif.)	ILL	%	PD	%	GRAND TOTAL	%
GENERAL WORKS-POLYGRAPHY	82	1.99	37	3.90	119	2.35
PHILOSOPHY-RELIGION*	503	12.24	71	7.49	574	11.35
HISTORY+	618	15.04	56	5.91	674	13.33
GEOGRAPHY-ANTHROPOLOGY**	134	3.26	30	3.17	164	3.24
SOCIAL SCIENCES-ECONOMICS	179	4.36	50	5.27	229	4.53
SOCIOLOGY	149	3.63	23	2.43	172	3.40
POLITICAL SCIENCE	170	4.14	17	1.79	187	3.70
LAW	37	0.90	5	0.53	42	0.83
EDUCATION	222	5.40	33	3.48	255	5.04
MUSIC	92	2.24	8	0.84	100	1.98
FINE ARTS	154	3.75	29	3.06	183	3.62
LANGUAGE and LITERATURE***	794	19.32	99	10.44	893	17.65
SCIENCE	480	11.68	257	27.11	737	14.57
MEDICINE	195	4.74	63	6.65	258	5.10
AGRICULTURE	18	0.43	10	1.06	28	0.55
TECHNOLOGY	152	3.69	75	7.91	227	4.49
BIBLIOGRAPHY and LIBRARY SCI.	72	1.75	26	2.74	98	1.94
UNIDENTIFIED	59	1.44	59	6.22	118	2.33
TOTAL	4,110	100.00	948	100.00	5,058	100.00
* Philosophy	108	2.63	25	2.64	133	2.63
Psychology	68	1.65	27	2.85	95	1.88
Religion	327	7.96	19	2.00	346	6.84
** Geography	74	1.80	16	1.69	90	1.78
Anthropology	60	1.46	14	1.48	74	1.46
*** Language	110	2.68	24	2.53	134	2.65
Literature	352	8.56	35	3.69	387	7.65
English & American Lit.	332	8.08	40	4.22	372	7.35

+ includes auxiliary sciences, topography, America.

When interlibrary loans are compared with photoduplication requests in the four major subject areas, the approximate ratios are:

	ILL		PD
Literature	2	:	1
Science	1	:	2.5
History	3	:	1
Philosophy/Religion	1.5	:	1

Again, it is evident that, since most scientific literature is contained in journals, requests for photocopies of articles in this area exceed requests made for interlibrary loans. To support this point: of the requests made for medical literature, about 1.5 times more requests were for photocopies than for interlibrary loans.

Also, the literature of religion was requested much more than materials in either philosophy or psychology, in a ratio of about 7 : 3 : 2. The requests for materials in English and American literature nearly equal those for all kinds of literature.

In summary, the analysis of the interlibrary loan transactions conducted among Ohio libraries reveals that:

a. 65% of the requests were made for faculty and/or graduate students, about 20% for non-academic research personnel, and 7% for undergraduates;

b. Of the requestors, 35% represented the humanities and fine arts, 18% the social and behavioral sciences, and 9% the natural and health sciences;

c. The academic libraries in Ohio accounted for nearly 90% of all the loans made to the survey population;

d. The kinds of materials requested were books and journal articles in a ratio of 3 : 1; together they represented 86% of the materials sought;

e. Of the requests made of Ohio libraries, 39.38% were not verified.

f. The Library of Congress catalogs, the National Union Catalog, and the Union List of Serials together represented 49% of the sources used for verification;

g. Of the requests which went unfilled (about 27% of the total number of requests made), 40% were for materials not owned by the library, 22% were for non-circulating items, and 16% were for materials which were missing and being searched;

h. Overall, there was a relatively even distribution of dates of publication of materials throughout the 1900's; about 23% of the requests were for materials less than 10 years old and another 23% for materials between 10 and 20 years old, while slightly over 25% were dated between 1900-1939;

i. The range for the number of pages per photoduplication request was 5 to 16;

j. Use of the Library Photoduplication Order form was relatively minimal (33%), especially in comparison with the use of the Interlibrary Loan Request form and various other devices for this purpose (67%);

k. Literature, science, history, and philosophy/religion, in that order, were the subject areas of 57% of all materials requested, scientific literature being requested 2.5 times more frequently in the form of photocopies than on an interlibrary loan basis, while the reverse was found to apply to loans of materials in history, literature and philosophy/religion.

PHASE II: MOVEMENT OF PEOPLE

A SURVEY OF USERS OF OFF-CAMPUS LIBRARIES

PHASE II: MOVEMENT OF PEOPLE

The "informal" use of libraries is at the same time more interesting to speculate on and more difficult to ascertain than the formal. Specifically, it refers to use by various categories of academic personnel of extra-institutional libraries by means other than interlibrary loan. A casual trip to a home-town library by a student preparing a paper during Christmas vacation is as important as an extended visit to Cleveland by a Marietta College faculty member for the express purpose of consulting the genealogical collection at the Western Reserve Historical Society.

In order to create a useful description of this use, a relatively small initial sample of users (200) tested the preliminary questionnaire (See Figure 17). The sample was representative of the various expected groups of academic users: undergraduates and graduate students and faculty. An analysis of the returns (113) from this group aided in determining the questionnaire's general clarity, effectiveness, and structure.

Forty-six student directories were obtained from the 66 institutions in the survey. The students were selected from these directories by means of stratified systematic sampling, and additional questionnaires were mailed until the same proportion of returns was achieved for each institution. The final sample represented 0.5% of the total enrollment at each institution. A 5% sample of faculty was obtained on a systematic sampling basis from The Educational Directory (Marion, Ohio).

The revised questionnaire, "A Survey of Users of Off-Campus Libraries" (Appendix 13), was distributed among 3,000 students and 500 faculty. Figures 18a and b show their responses, according to whether or not the respondents made use of an off-campus library.

FIGURE 17: FLOWCHART OF PROCEDURES

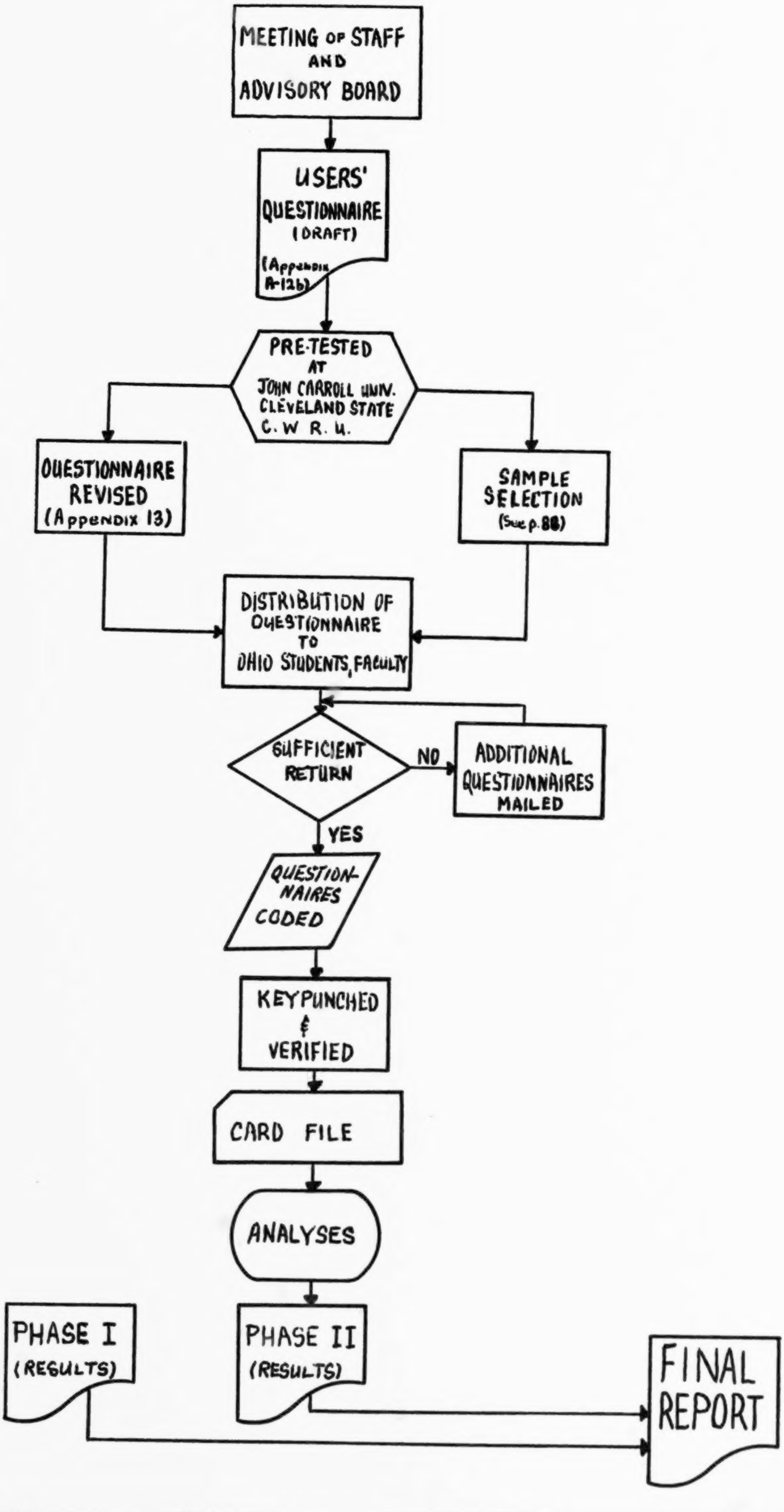

MEETING OF STAFF AND ADVISORY BOARD
USERS' QUESTIONNAIRE (DRAFT)
(Appendix A-12b)
PRE-TESTED AT JOHN CARROLL UNIV. CLEVELAND STATE C. W R. U.
QUESTIONNAIRE REVISED
(Appendix 13)
SAMPLE SELECTION
(See p.88)
DISTRIBUTION OF QUESTIONNAIRE TO OHIO STUDENTS, FACULTY
SUFFICIENT RETURN
NO
ADDITIONAL QUESTIONNAIRES MAILED
YES
QUESTIONNAIRES CODED
KEYPUNCHED & VERIFIED
CARD FILE
ANALYSES
PHASE I (RESULTS)
PHASE II (RESULTS)
FINAL REPORT

FIGURE 18a: TOTAL QUESTIONNAIRES RECEIVED FROM STUDENTS AND FACULTY OF 46 OHIO ACADEMIC INSTITUTIONS

RESPONDENTS	OFF CAMPUS LIBRARY USED?		TOTAL	%
	YES	NO		
Students	573	555	1,128	83.87
Faculty	109	108	217	16.13
TOTAL	682	663	1,345	100.00

FIGURE 18b: REGIONAL DISTRIBUTION OF TOTAL SAMPLE OF STUDENTS AND FACULTY REGARDING USE OF OFF-CAMPUS LIBRARIES

REGION	YES	% REGIONAL TOTAL	NO	% REGIONAL TOTAL	TOTAL RESPONSES
Northeast (NE)	272	58.37	194	41.63	466
Southwest (SW)	140	57.14	105	42.86	245
Central (C)	162	43.43	211	56.57	373
Northwest (NW)	59	50.00	59	50.00	118
Southeast (SE)	11	45.83	13	54.17	24
North Central (NC)	13	36.11	23	63.89	36
South Central (SC)	25	30.12	58	69.88	83
TOTAL	682		663		1,345
% of TOTAL RESPONSES	50.71%		49.29%		100%

It is interesting to note in Figure 18b that the responses to the questionnaire were nearly equal--50.71% "yes" and 49.29% "no". At the same time, the regional percentages can readily be grouped. For example, there is relatively extensive use of off-campus libraries in the NE and SW where there are several large public libraries, and relatively little use of off-campus libraries in the SE, NC and SC where the number of libraries is fewer. The Ohio State University's collection of 2.1 million volumes, together with the collections of The State Library of Ohio and Columbus Public Library, probably account for Central's data.

Among the characteristics investigated in this mode of information exchange were:

a. The geographical scatter-pattern of use of extra-institutional libraries;

b. Characteristics of the user classes;

c. Characteristics (other than geographical) of libraries which are patronized: urban/non-urban, large/small, public/special:

d. Mode of use, e.g., by brief visit, by withdrawal of materials as an authorized borrower, by correspondence;

e. Manner of referral to the extra-institutional library, e.g., by a union catalog, by personal knowledge of professional reference, by physical proximity;

f. Nature of material used or borrowed;

g. Subject areas of interest.

Figures 19a and b identify the groups of users responding to the questionnaire. It is evident that undergraduates represent the majority of the user population, while graduate-level students and faculty compose about equally the rest of the population. One must weigh the possibilities that 1) because of ALA interlibrary loan regulations about refraining to conduct such transactions for undergraduates, no alternative is left for them but to go off-campus for required materials; 2) most academic libraries' policy of placing materials "On Reserve" for use by undergraduates necessitates going elsewhere (expanded below); and 3) the large proportion of undergraduates to graduates and faculty in most schools creates the inevitable "traffic" by that group.

FIGURE 19a: STATUS OF RESPONDENTS USING OFF-CAMPUS LIBRARIES

STATUS	TOTAL	%
Undergraduate	477	69.94
Faculty	109	15.98
Master's	59	8.65
Doctoral	37	5.43
TOTAL	682	100.00

FIGURE 19b: STATUS OF RESPONDENTS NOT USING OFF-CAMPUS LIBRARIES

STATUS	TOTAL	%
Undergraduate	444	66.96
Faculty	108	16.29
Master's	39	6.49
Doctoral	62	8.75
Unidentified (Not given)	10	1.51
TOTAL	663	100.00

In Figure 20, it is shown that most people who use off-campus libraries use either one or two. The mean number of libraries used in all geographical areas is about 1.8.

FIGURE 20: NUMBER OF OFF-CAMPUS LIBRARIES (PER PERSON) USED BY STUDENTS AND FACULTY, GROUPED BY REGION

No. of Libraries used per Person	REGIONS							GRAND TOTAL	%
	NE	SW	C	NW	SE	NC	SC		
1	114	72	75	25	4	4	17	311	45.60
2	100	49	51	23	5	7	6	241	35.33
3	50	19	25	7	2	2	1	106	15.54
4	5		3	2			1	11	1.61
5	3		8	2				13	1.92
TOTAL	272	140	162	59	11	13	25	682	100.00

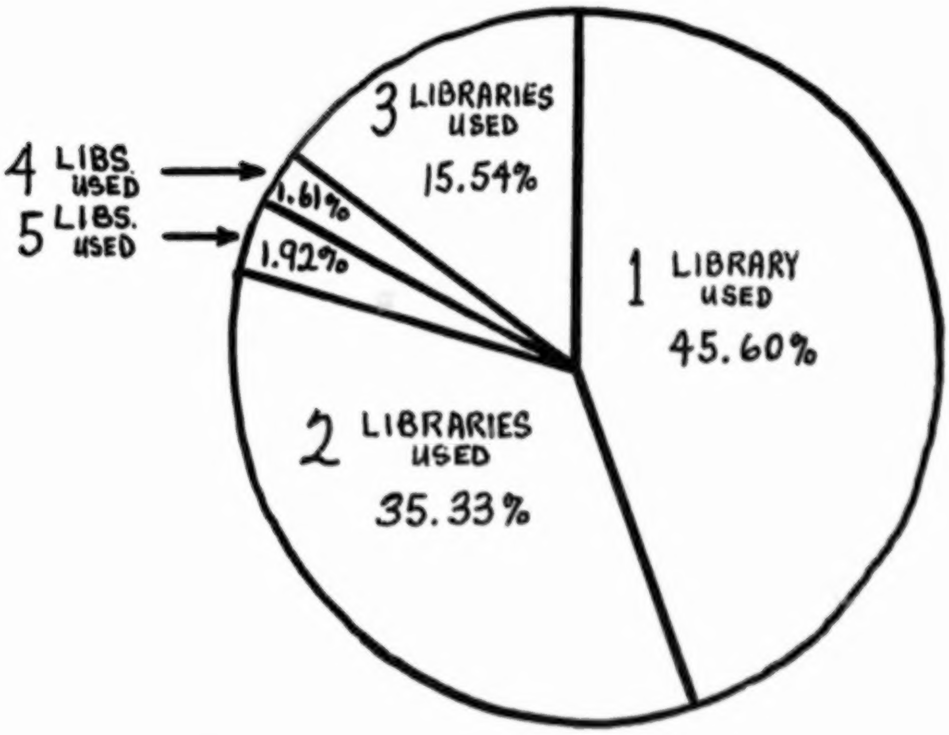


FIGURE 21: ACADEMIC PURPOSES GIVEN BY STUDENTS AND FACULTY FOR FREQUENTING ANY ONE LIBRARY

PURPOSE	TOTAL	%
Term Paper	284	41.64
Article, special paper	161	23.61
Required reading	92	13.49
Correlative reading and study	74	10.85
Dissertation	27	3.95
Thesis	22	3.23
OTHER	22	3.23
TOTAL	682	100.00

In Figure 21 the most frequently cited academic purpose was to obtain background materials for term papers. The preparation of an article or special paper ranked second. This option may have been somewhat ambiguously expressed on the questionnaire, since some undergraduates checked it; it was intended to cover the preparation of materials for publication or presentation at a meeting, as opposed to some course requirement. "Required reading" ranked third. Because reading and study beyond required reading for a course occurred frequently in the "Other" category, it was made a separate purpose: "correlative reading and study." Another recurrent comment concerned the instruction for this question: "check only one," since it was felt that the items listed were not mutually exclusive.

The common length of time spent during any one visit to an off-campus library is between one and four hours. As seen from Figure 22, 65% of the responses were within this range.

FIGURE 22: AMOUNT OF TIME SPENT DURING ONE VISIT TO AN OFF-CAMPUS LIBRARY

TIME SPENT	TOTAL	%
< 1 hour	160	23.46
1 - 4 hours	440	64.62
4 - 8 hours	61	8.94
>8 hours	21	3.08
TOTAL	682	100.00

Figure 23 distributes the 391 different libraries reported as used by the sample population into regions by type of library in Ohio and out of state.

The use of public libraries in Ohio by academic personnel off their "home grounds" far exceeds their use of academic and other types of libraries, as indicated by the ratio 3 : 1 : .4, regardless of regions or of urban or non-urban areas. The use of out-of-state libraries of the three types listed yields a ratio of approximately 1 : 1 : .5.

FIGURE 23: TYPES OF LIBRARIES USED WITHIN METROPOLITAN AREAS OF OHIO WITH A TOTAL OF ALL LIBRARIES REPORTED BEING USED BY 682 STUDENTS AND FACULTY OF OHIO ACADEMIC INSTITUTIONS

REGION	NUMBER AND TYPE OF OHIO LIBRARIES IN METROPOLITAN AREAS					TOTAL NUMBER OF OHIO LIBRARIES PER REGION
		Academic	Public	Other	Total	
N E	Cleveland	5	40	14	59	
	Akron	1	12	3	16	
	Canton	-	3	-	3	
	Youngstown	-	2	-	2	
	TOTAL METROPOLITAN	6	57	17	80	
	Non-Metropolitan	7	22	2	31	
	Subtotal Ohio Libs.	13	79	19	-	111
N W	Toledo	1	6	1	8	
	Non-Metropolitan	4	16	3	23	
	Subtotal Ohio Libs.	5	22	4	-	31
C	Columbus	2	14	11	27	
	Non-Metropolitan	5	8	-	13	
	Subtotal Ohio Libs.	7	22	11	-	40
S W	Cincinnati	3	15	5	23	
	Dayton	3	9	4	16	
	TOTAL METROPOLITAN	6	24	9	39	
	Non-Metropolitan	3	16	-	19	
	Subtotal Ohio Libs.	9	40	9	-	58
N C	Non-metro. ONLY	3	21	1	25	25
S E	Non-metro. ONLY	2	6	1	9	9
S C	Non-metro. ONLY	-	5	-	5	5
GRAND TOTAL FOR OHIO LIBRARIES USED						279
TOTAL OUT-OF-STATE LIBRARIES (includes Canada & abroad)		46	45	21	-	112
GRAND TOTAL FOR LIBRARIES USED		85	240	66	-	391

FIGURE 24: FREQUENCY OF OCCURRENCE OF ANY ONE TYPE OF LIBRARY USED MOST BY STUDENTS AND FACULTY, GROUPED BY REGION

TYPES OF LIBRARIES	REGIONS							GRAND TOTAL	%
	N E	S W	C	N W	S E	N C	S C		
PUBLIC	377	182	189	61	12	13	25	859	70.58
ACADEMIC	89	34	75	35	7	9	9	258	21.20
SPECIAL*	28	10	34	8		1	3	84	6.90
OTHER	4	1	7	2	1		1	16	1.32
Total FREQUENCY	498	227	305	106	20	23	38	1217**	100.00

* includes professional, industrial, business & government libraries

** These data are mostly in agreement with those in Figure 23. However, data in Figure 24 result from individuals reporting use of more than one type of library. Thus, the grand total is more than the total "yes" population. Likewise, Figures 25-31 report multiple responses to any one item, so the grand total will vary in each case.

It may be of interest to note that public libraries are cited proportionally more in the NE (75.70%), SW (80.18%), and SC (65.79%) than they are in the C (61.97%), NW (57.55%), SE (60.00%), and NC (56.52%).

Figure 25 lists the 18 libraries which were used most frequently. Note that all of them are in Ohio, and that these 18 libraries account for nearly 48% of the total number of times off-campus libraries were used. Note, too, that 11 of them (61%) are public libraries all of which are located in or near the greater metropolitan areas of Cleveland, Akron, Dayton and Columbus.

The Ohio State University libraries were used about twice as much as the Case Western Reserve University libraries; they were the two academic libraries most used by personnel from other Ohio institutions.

The reasons given (in the questionnaire) for using off-campus libraries are as follows,* in order by frequency checked:

1. Physical proximity
2. Personal knowledge
3. Special (or better) collection
4. Authorized borrower
5. Experienced failure elsewhere
6. Referred by on-campus faculty
7. Referred by on-campus librarian
8. Other

The two most recurrent "other" reasons were: accessibility of material and length of loan period, both of which seem to arise from the fact that academic libraries place materials "On Reserve" for most courses. A limited number of non-circulating copies, or copies which circulate only overnight, practically forces the student off-campus if by going to another library he can get "his own" copy for a reasonable period of time.

---

* Appendix 14 presents a regional distribution of these reasons.

FIGURE 25: LIBRARIES MOST FREQUENTLY USED AS REPORTED BY STUDENTS AND FACULTY OF OHIO ACADEMIC INSTITUTIONS
In Order by Frequency

NAME OF LIBRARY/INSTITUTION	FREQUENCY	% OF GRAND FREQUENCY
Cleveland Public Library	632	13.05
Dayton & Montgomery County Public Lib.	260	5.37
Ohio State University Library	222	4.58
Cincinnati & Hamilton County Public Lib.	162	3.35
Bexley Public Library	161	3.32
Akron Public Library	160	3.30
Case Western Reserve University Lib.	126	2.60
Columbus Public Library	120	2.48
Euclid Public Library	73	1.51
Cuyahoga County Public Library	55	1.14
Kent State University Library	50	1.03
State Library of Ohio	47	0.97
Barberton Public Library	47	0.97
Cleveland Heights-University Hts. P. Lib.	45	0.93
University of Cincinnati Library	43	0.89
Worthington Public Library	42	0.87
Greene County District Library (Xenia)	41	0.85
John Carroll University Library	40	0.83
OTHER 373 LIBRARIES	2,517	51.96
NO. OF TIMES OHIO ACADEMIC PERSONNEL FREQUENTED LIBRARIES	4,843	100.00

Figure 26 shows that, in general, any particular library was used 1 to 3 times (61%) by any one individual during the period covered by the questionnaire, i.e., during the fall of 1968.

FIGURE 26: FREQUENCY OF OCCURRENCE OF NUMBER OF TIMES ANY ONE LIBRARY WAS USED BY STUDENTS AND FACULTY WITHIN REGIONS

NO. OF TIMES	REGIONS							GRAND TOTAL	%
	N E	S W	C	N W	S E	N C	S C		
1	129	54	72	35	9	6	14	319	26.41
2	87	59	69	24	3	9	11	262	21.69
3	72	36	46	11		2	1	168	13.91
4	40	13	21	9	1	2	1	87	7.20
5	28	14	18	3	2		3	68	5.63
6	20	10	11	3			1	45	3.72
7-8	14	12	5	2		1	1	35	2.89
9-10	30	9	14	3	2	1		59	4.89
>10	73	20	48	14	3	2	5	165	13.66
TOTAL FREQUENCY	493	227	304	104	20	23	27	1208	100.00

FIGURE 27: MAIN ITEMS SOUGHT DURING ONE VISIT TO AN OFF-CAMPUS LIBRARY

ITEMS SOUGHT	TOTAL	%
References on a certain subject	477	50.69
A specific book, article, etc.	287	30.50
A place to read, study, take notes	116	12.33
Answer to a particular question	51	5.42
OTHER	10	1.06
TOTAL	941	100.00

One half of the items sought by the sample population were references on a certain subject, which would indicate a relatively high use of the card catalog or other bibliographic aids, and probably consultation with a librarian as well. (See Figure 31). About 1/3 of the population knew exactly what they were seeking, i.e., a specific book, article, etc., when they made their visit. About 1/8 sought a place to read, study, take notes, etc., while only 1/20 wanted an answer to a particular question.

Approximately 2 items were provided to any one person during any one visit. For the most part these were either books or periodicals, as shown in Figure 28.

FIGURE 28: REGIONAL DISTRIBUTION OF THE MAIN ITEMS PROVIDED BY AN OFF-CAMPUS LIBRARY TO STUDENTS AND FACULTY DURING ONE VISIT
In Order By Frequency

ITEMS PROVIDED	Frequency of Occurrence of Items Provided							GRAND TOTAL	%
	N E	S W	C	N W	S E	N C	S C		
Books	223	114	134	51	9	13	19	563	37.53
Periodicals/Serials	146	72	70	33	9	5	10	345	23.00
Reference Volumes	90	58	50	20	5	4	8	235	15.67
Research Reports & Data	32	23	22	6	-	4	7	94	6.27
Government Documents	32	11	9	7	3	-	5	67	4.46
Microforms	19	5	15	4	5	2	2	52	3.47
Answer to a particular question	15	5	12	4	1	-	2	39	2.60
Dissertation/Thesis	10	3	10	3	1	-	2	29	1.93
Recordings	9	4	9	1	1	2	2	28	1.87
Films	4	2	8	3	-	-	-	17	1.13
Scores	2	1	1	2	-	-	-	6	0.40
OTHER	4	2	11	6	-	-	2	25	1.67
TOTAL	586	300	351	140	34	30	59	1,500	100.00
MEAN NO. OF ITEMS PROVIDED PER PERSON	2.2	2.1	2.2	2.4	3.1	2.3	2.4		

The ten subject areas of interest listed in Figure 29 account for 65% of all subject fields. The first three account for over 50% of the ten areas. (This may be compared with similar data in Parts 3 and 4, ITEM 10). It would seem that users in the scientific disciplines tend to patronize the ILL services of their academic libraries, rather than to seek material in person, off-campus. This may indicate that more specialized collections of scientific periodicals are more likely to be held outside the state, as mentioned above.

FIGURE 29: FREQUENCY OF OCCURRENCE OF SUBJECT AREAS OF MAJOR INTEREST TO STUDENTS AND FACULTY

MAJOR SUBJECT AREAS	TOTAL
Language/Literature	127
History	96
Economics/Bus. Admin.	82
Education	62
Psychology	52
Political Science	50
Sociology	45
Fine Arts	37
Biomedical Sciences	11
Engineering	10
TOTAL MAJOR SUBJECT AREAS	572
TOTAL OTHER SUBJECT AREAS	308

From Figure 30 it can be seen that no particular subject area predominates within any one of the libraries listed. It was thought that use of a particular library might be due to some special collection within a subject field; this was not the case for any of the libraries. Generally, the order of ranking of the subject areas in Figures 29 and 30 varies slightly, with literature, history and economics maintaining the same hierarchy.

FIGURE 30: FREQUENCY OF OCCURRENCE OF THE TEN MAJOR SUBJECT AREAS FOR WHICH MATERIALS WERE SOUGHT IN ANY ONE OHIO LIBRARY

LIBRARIES USED	SUBJECT AREAS									
	A	B	C	D	E	F	G	H	I	J
Cleveland Public	22	19	23	6	8	15	13	7	1	3
Dayton Public	8	5	12	1	5	4	3	3		1
Cincinnati Public	8	7	5	3	3	4		7		1
Akron Public	8	5	5	6	1	5	1	4		
Ohio State Univ.	8	5	2	4	1	1	3	2		
Columbus Public	2	4			1	2	2	3		3
Bexley Public	3	4		1		2		2		
Case Western Reserve U.	2		1	1	2	1	1		4	
Euclid Public		2	2		2	1		1	1	
State Library of Ohio		2	1			2				
Kent State Univ.			2		3	1				1
Cuyahoga County Public	6	3	1	1			3			1
TOTAL FREQUENCY OF SUBJECT AREAS	67	56	54	23	26	38	25	30	6	10

KEY

A - Language/Literature
B - History
C - Economics/Business Administration
D - Education
E - Psychology
F - Political Science
G - Sociology
H - Fine Arts
I - Biomedical Sciences
J - Engineering

FIGURE 31: REGIONAL DISTRIBUTION OF MAIN ACTIONS PERFORMED BY STUDENTS AND FACULTY DURING ONE VISIT TO AN OFF-CAMPUS LIBRARY
In Order by Frequency

ACTIONS DONE	Frequency of Occurrence of Any One Action							GRAND TOTAL	%
	N E	S W	C	N W	S E	N C	S C		
Read, took notes, etc., on site	184	90	104	38	9	9	17	451	25.57
Used the card catalog	181	94	93	40	10	11	12	441	25.00
Withdrew Materials as a Borrower	168	88	108	35	6	8	11	424	24.04
Consulted with a Librarian	111	51	58	20	8	2	6	256	14.51
Made Photocopies	50	24	23	16	5	3	6	127	7.19
Used Microforms and Readers	14	2	8	5	4	2	2	37	2.10
Used Audiovisual Facilities	7	5	9	-	-	1	2	24	1.36
Attended a special program, film, etc.	1	2	-	1	-	-	-	4	0.23
TOTAL	716	356	403	155	42	36	56	1,764	100.00

The first action listed in Figure 31 should not be confused with a similar phrase occurring in Figure 27, where " a place to read, study, take notes" was sought. In Figure 31, "read, took notes, etc., on site" implies that once individuals received the materials they were seeking, they stayed in the library to use them. It was noted on several questionnaires that the lack of photocopying equipment for public use in many of the libraries used made it necessary for individuals to remain on site (especially since few libraries lend reference volumes or periodicals--the items most sought, as shown in Figure 27).

That photocopying was done to a relatively great extent (ranked 5th) seems to indicate that, with regard to the above complaint, more photocopying (as opposed to taking notes) would have been done if every library were equipped with some copying devices for public use.

Also, as pointed out above, use of the card catalog and consultation with a librarian seemed to account for the high ranking given to seeking references on a certain subject. Withdrawal of materials ranked third, probably for reasons previously noted.

RECOMMENDATIONS REGARDING ILL FORMS

It is ironic in a sense, though a happy sense, that the Project Staff spent a good deal of time preparing a revision of the old ILL Form based on the inadequacies and inconsistencies observed in its use, only to be confronted with the 1968 revision which encompassed many of the changes recommended. The revision, prepared by the A.L.A. Reference Services Division Interlibrary Loan Committee, is almost identical with the mock-up prepared here.

A few suggestions remain.

In order to recognize "the way things are," we would recommend that the separate Library Photoduplication Order form be abandoned, and that photoduplication be presented only as an option on the ILL Request form, to be exercised by checking an appropriate box. One way in which this might be done is shown on the accompanying "sample revision." We make this recommendation in view of the fact that the Library Photoduplication Order form now authorized was in fact used for only 33% or less of the photocopy requests in our survey, while the ILL Request form was used for more than 50% of them.

Our work with interlibrary loan practices brought certain other problems to light, problems essentially of track-keeping.

(1) There is no place on the form to indicate the main expense in its preparation, i.e., the time spent both in the borrowing and in the lending institution in completing the transaction.

(2) No provision is made for an indication of the number of times an item has been borrowed or has been loaned. The potential usefulness of such a record to acquisition policy is therefore lost.

It may be idle to suggest more recordkeeping to already overburdened library personnel, especially since some libraries have already indicated their indifference to the points just enumerated by not even keeping copies of the ILL forms. But we would commend to the A.L.A. ILL Committee or, perhaps, to regional authorities such as (in Ohio) the OCLC or the Inter-University Council, consideration of these points and the establishment of records, either on the form or separately, for the short or the long term.

INTERLIBRARY LOAN REQUEST ☐ (Check one) "Sample Revision"
PHOTODUPLICATION ORDER ☐

A request

According to the ALA Interlibrary Loan Code

Borrowing Library → Send completed sheets A, B and C to Lending Library with shipping label enclosed.

For use of ______ Status ______ Dept. ______
AUTHOR (or Periodical title, vol. and year)

TITLE (with author & pages for periodical articles)
[include edition, place & date] ☐ any edition

Lending Library → Complete pertinent items and return sheets B and C to Borrowing Library.

NOTE: No acknowledgement of receipt or return is required. The receiving library assumes responsibility for notification of non-receipt. Stamps in payment of transportation costs should accompany sheet D: Notice of Return.

AUTHORIZED BY: ______

BORROWING LIBRARY (complete items) | Verified in (or source of reference):

REQUESTED ON ______ RECEIVED ON ______
RENEWAL REQUESTED ON ______
RETURNED ON ______ BY:
☐ Book Rate ☐ Express prepaid
Other ______ Insured for $ ______

REMARKS:

PHOTODUPLICATION ORDER No. ______
(If order exceeds $ ______, please send cost estimates for ☐ Photoprint $ ______ ☐ Microfilm $ ______)
SPECIAL INSTRUCTIONS:

LENDING LIBRARY (complete items) | Call No:

SENT ON ______ BY ☐ Book Rate ☐ Express Collect
Other ______ Insured for $ ______ Charges $ ______
DUE ______ CHECKED BY ______
(date or period of loan)
☐ For Use in Library Only
NOT SENT BECAUSE:
☐ Not owned by Library
☐ Non-circulating
Estimated cost of photoprint $ ______ microfilm $ ______
(Advanced payment requested ☐)
☐ File is incomplete
☐ In use: Hold placed ☐ Request again ☐
☐ Publication not yet received
☐ Please verify your reference
☐ Other: ______
☐ Suggest you request of: ______
RENEWED From: ______ To: ______
(dates or period of renewal)

PHOTODUPLICATION ORDER No: ______

APPENDICES

the ohio college library center
1858 neil ave. - columbus ohio - 43210

July 25, 1968

A-1

Dear

You will shortly receive a letter and questionnaires from Case Western Reserve University, to which I hope you will give your serious attention.

It is particularly important, during its system design phase, that the Ohio College Library Center act upon reliable information as to how and by whom libraries are now being used. As a first step toward this objective, CWRU is to identify the patterns which presently exist for exchange of materials through the formalized mechanism of interlibrary loan.

The State Library of Ohio is funding this one-year study, and the data collected will be of inestimable value in the planning and design of the proposed communication system among campuses.

Sincerely,

Frederick G. Kilgour
Director

FGK/ev

CASE WESTERN RESERVE UNIVERSITY • CLEVELAND, OHIO 44106

A-2

August 16, 1968

Dear

As you have recently heard from the Director of the Ohio College Library Center, Case Western Reserve University is conducting a study (supported by the State Library of Ohio) to determine the demands now being made by and made upon academic libraries across the state.

Enclosed are several copies of a questionnaire asking for information about interlibrary loan activities and photoduplication. Would you be good enough to see that a copy is filled out by the Interlibrary Loan Librarian in your main library and in all branch or department libraries which have interlibrary loan activity? (Additional copies of the questionnaire are enclosed for your files).

We make this request because it is essential, if an accurate picture of library use is to be achieved, that we have a complete record of all interlibrary loan requests processed by your institution, both incoming and outgoing. Stapled to each questionnaire is an addressed label for use in returning it -- and the annual reports requested -- to us.

Thank you for your cooperation in this important study.

Sincerely,

A. J. Goldwyn
Associate Dean

Enclosures: Questionnaires

If you need more, call collect:
(216) 368-3210, Edward Verhosek
Administrative Assistant

Center for Documentation and Communication Research
School of Library Science

CASE WESTERN RESERVE UNIVERSITY • CLEVELAND, OHIO 44106

A-3

Interlibrary Loan Librarians:

This questionnaire is an essential part of a survey being conducted by Case Western Reserve University and supported by the State Library of Ohio on behalf of the Ohio College Library Center (OCLC).

To ensure the effectiveness of the proposed communication network among campuses, OCLC planning and design must be based upon reliable information as to how and by whom libraries are now being used.

The attached label may be used for returning the questionnaire--and the 12-month reports requested--to us. It would be appreciated if this could be done by September 6, 1968. (An additional questionnaire is provided for your files.)

A copy of the published report will be made available to your library.

Your cooperation is urgently needed. Thank you.

Sincerely,

A J Goldwyn

A. J. Goldwyn
Associate Dean

Center for Documentation and Communication Research
School of Library Science

___ ___ ___ ___ ___
(For CWRU Use Only)

A-4

QUESTIONNAIRE FOR OHIO COLLEGE LIBRARIES

Note: Please return, with this questionnaire, a copy of your most recent 12-month report of interlibrary loan activities.

Name of institution ______________________________

Branch, department, or school reporting ______________________________

Name and mailing address of reporting library ______________________________

____

Name of Interlibrary Loan Librarian ______________________________

1. Number of volumes in reporting library ______________________________

2. Number of current periodical subscriptions ______________________________

A. Interlibrary Loan Activity

3. Number of requests received during the period covered by your most recent 12-month report: ______________________________

4. How many of these requests went unfilled? ______________________________

5. Have you retained the interlibrary loan forms you have received during this period? ☐ Yes ☐ No

6. If yes, would you be willing to send them to Case Western Reserve University for a short period of time? ☐ Yes ☐ No

   OR, would you be willing to photocopy them at CWRU expense?

   ☐ Yes ☐ No

7. Number of interlibrary loan requests sent out to other institutions during this report period: ______________________________

8. How many of these requests went unfilled? ______________________________

9. Do you telephone prior to sending out interlibrary loan requests to other institutions? ☐ Frequently ☐ Occasionally ☐ Never

   Remarks: ______________________________

   ____

   ____

A-4

_____ (For CWRU Use Only)

10. Have you retained copies of the request forms sent to other institutions? ☐ Yes ☐ No

11. If yes, would you be willing to send them to Case Western Reserve University for a short period of time? ☐ Yes ☐ No

    OR, would you be willing to photocopy them at CWRU expense?

    ☐ Yes ☐ No

12. Do you use teletype for interlibrary loan transactions? ☐ Yes ☐ No

13. If yes, have you retained copies? ☐ Yes ☐ No

14. Would you be willing to send them to Case Western Reserve University for a short period of time? ☐ Yes ☐ No

    OR, would you be willing to photocopy them at CWRU expense?

    ☐ Yes ☐ No

15. Do you have an explicit policy with regard to kinds of materials which you will not lend? ☐ Yes ☐ No

    If yes, please specify (OR if you have printed rules, please enclose a copy):

    Periodicals: Bound __ Unbound __ Archival materials __

    Reference books __ Recordings __

    Dissertations __ Bulky materials __

    Theses __ Other: ______________________

16. Do you have an explicit policy with regard to kinds of materials which you will not borrow? ☐ Yes ☐ No

    If yes, and for materials different from those in question 14 above, please specify (OR, if you have printed rules, please enclose a copy):

A-4

__ __ __ __ __
(For CWRU Use Only)

17. Do you make exceptions to the ALA Interlibrary Loan code of 1952 (rev. 1956) in either lending or borrowing? /_/ Yes /_/ No

If yes, please specify ____________________

18. Do you participate in a local interlibrary loan code or other informal arrangement? /_/ Yes /_/ No

If so, with what institutions?

In what way(s) does this differ from the ALA code?

___ ___ ___ ___ ___
(For CWRU Use Only)

A-4

B. Photoduplication

(Includes photocopying, microfilming, Xeroxing, etc.)

19. Do you process photoduplication requests

    ☐ through Interlibrary Loan Department?

    ☐ separately?

    If separately, please give the name of the person who handles photoduplication requests ____________________

Note: If Photoduplication Department reports are separate from interlibrary loan reports, please supply a copy of the Photoduplication Department's most recent 12-month report.

20. When you receive an interlibrary loan request, do you supply photoduplicates as substitutes for originals?

    ☐ Usually

    ☐ Never

    ☐ Only after providing an estimate of cost

    ☐ Only for certain kinds of materials (please specify):

    ____

    ____

    ____

    ____

    ____

    ____

21. Number of requests for photoduplication received from other institutions during the report period:

    Filled ____________________________________

    Unfilled __________________________________

23. Number of requests for photoduplication sent out to other institutions during the report period:

    Filled ____________________________________

    Unfilled __________________________________

A-4

______________ (For CWRU Use Only)

25. Have you retained copies of the photoduplication order forms you have sent out and/or received during the report period? ☐ Yes ☐ No

26. If yes, would you be willing to send them to Case Western Reserve University for a short period of time? ☐ Yes ☐ No

OR, would you be willing to photocopy them at CWRU expense?

☐ Yes ☐ No

27. Costs include:

Charge per page ☐ Yes, $ ______ ☐ No

Charge per exposure ☐ Yes, $ ______ ☐ No

Minimum charge ☐ Yes, $ ______ ☐ No

Mailing charge ☐ Yes, $ ______ ☐ No

Other charge(s), please specify: ______________________________

____

31. Are there any circumstances under which you provide free photoduplicates or copies at a different rate (for example, under contract)? ☐ Yes ☐ No

If yes, please specify ______________________________

____

____

____

____

32. Is there a limit or qualification on the number of pages you will copy in filling any one request? ☐ Yes ☐ No

If yes, how many pages? ______ What qualification? ________

____

33. Is there any difference in photoduplication policy for requestors from your own institution as opposed to those from outside? ☐ Yes ☐ No

If yes, please specify ______________________________

____

____

____

(Use back of page, if necessary)

CASE WESTERN RESERVE UNIVERSITY · CLEVELAND, OHIO 4410

A-5

September , 1969

Dear

Many thanks for your promptness in returning the questionnaire needed for the State Library/OCLC research project on inter-institutional use of libraries.

We are returning under separate cover the interlibrary loan (and photoduplication) forms which you so kindly supplied to us for copying.

Your cooperation is greatly appreciated.

Sincerely,

A. J. Goldwyn
Associate Dean

AJG/dlw

Enclosures

Center for Documentation and Communication Research
School of Library Science

CASE WESTERN RESERVE UNIVERSITY • CLEVELAND, OHIO 44106

A-6

September , 1969

Dear

Many thanks for your recent return of the questionnaire needed for the State Library/OCLC research project on inter-institutional use of libraries.

We note that you are willing to send your incoming and outgoing interlibrary loan (and photoduplication) forms for the period covered by your most recent 12-month report for our use. Please send these forms as soon as possible. We will return them to you shortly after we receive them.

Sincerely,

A. J. Goldwyn
Associate Dean

AJG/dlw

Center for Documentation and Communication Research
School of Library Science

CASE WESTERN RESERVE UNIVERSITY • CLEVELAND, OHIO 4410

A-7

September , 1969

Dear

Many thanks for your recent return of the questionnaire needed for the State Library/OCLC research project on inter-institutional use of libraries.

We note that you are willing to photocopy your incoming and outgoing interlibrary loan (and photoduplication) forms for the period covered by your most recent 12-month report.

Consider this letter as an order for this work to be done immediately. Please bill us accordingly.

Sincerely,

A. J. Goldwyn
Associate Dean

AJG/dlw

Center for Documentation and Communication Research
School of Library Science

CASE WESTERN RESERVE UNIVERSITY • CLEVELAND, OHIO 44106

A-8

September , 1969

Dear

As we have not yet received a response from you concerning the State Library/OCLC study which we have undertaken on inter-institutional use of Ohio academic libraries, we are enclosing another copy of our questionnaire and a self-addressed stamped envelope for your convenience. It is essential that every academic library in Ohio be represented in this study in order that future planning for a workable exchange network may be based upon sound and realistic data.

You can help us further. With regard to your response to questions 6, 11, 14, and/or 26, please send us your interlibrary loan forms (or photocopies of them) together with the completed questionnaire as soon as possible.

Your cooperation will help us to achieve an accurate picture of library use in Ohio. Thank you.

Sincerely,

A. J. Goldwyn
Associate Dean

AJG/dlw

Enclosures

Center for Documentation and Communication Research
School of Library Science

CASE WESTERN RESERVE UNIVERSITY • CLEVELAND, OHIO 4410

A-9

September , 1969

Dear

Many thanks for your recent return of the questionnaire needed for the State Library/OCLC research project on inter-institutional use of libraries. Please ignore our request of September 24; unfortunately, our correspondence crossed.

We note that you are willing to send your incoming and outgoing interlibrary loan (and photoduplication) forms for the period covered by your most recent 12-month report for our use. Please send these forms as soon as possible. We will return them to you shortly after we receive them.

Your continued cooperation is greatly appreciated.

Sincerely,

A. J. Goldwyn
Associate Dean

AJG/dlw

Center for Documentation and Communication Research
School of Library Science

CASE WESTERN RESERVE UNIVERSITY • CLEVELAND, OHIO 44106

A-10

September , 1969

Dear

Many thanks for your recent return of the questionnaire needed for the State Library/OCLC survey which we are conducting on the use of Ohio academic libraries.

We note that you have not retained copies of the interlibrary loan (and photoduplication) forms sent out and received by your library during the reported period. The information which we intended to derive from these forms, with a minimum of inconvenience to you, is basically quantitative: the borrowing and lending patterns between your library and academic, public, special and other libraries in Ohio as well as the same type of institutions outside of Ohio.

From any available records which could yield at least this much information, would you please complete the brief, supplementary questionnaire that is enclosed.

Your continued cooperation is greatly appreciated.

Sincerely,

A. J. Goldwyn
Associate Dean

AJG/dlw

Enclosure

Center for Documentation and Communication Research
School of Library Science

A-11

___ ___ ___ ___ ___
(for CWRU Use Only)

SUPPLEMENTARY QUESTIONNAIRE FOR OHIO COLLEGE LIBRARIES

[The total requests reported in our first questionnaire were:

Total received ________ (______ unfilled)
Total sent out ________ (______ unfilled)]

Please complete the following, apportioning the figures (either in numbers or by percentage) which correspond to the named institutions:

	Number or % of Requests
1. Name of the major borrowing institution(s) in Chio	
______________________________	__________
______________________________	__________
2. Name of the major lending institution(s) in Ohio	
______________________________	__________
______________________________	__________
3. Name of the major borrowing institution(s) out of state	
______________________________	__________
______________________________	__________
4. Name of the major lending institution(s) out of state	
______________________________	__________
______________________________	__________

5. What type of materials are requested most frequently?

	Borrowed	Lent
Books	______ %	______ %
Journals (Periodicals)	______ %	______ %
Dissertations (Theses)	______ %	______ %
Other	______ %	______ %

A-11

____
(For CWRU Use Only)

6. What is the status of requestors?

	On Campus	Off Campus
Faculty	________ %	________ %
Graduate Students	________ %	________ %
Non-academic	________ %	________ %

7. What are the three most frequently requested subject areas, for example, Science, Language, Music. [Please rank in decreasing frequency].

	In Borrowing	In Lending
1.	________________	________________
2.	________________	________________
3.	________________	________________

CASE WESTERN RESERVE UNIVERSITY • CLEVELAND, OHIO 44106

A-12a

November 8, 1968

Dear

The School of Library Science of Case Western Reserve University is engaged in a research project, sponsored by the State Library of Ohio on behalf of the Ohio College Library Center, to identify extra-institutional use of libraries by Ohio academic personnel. The aim of this research is to support planning for an eventual computer-based library system for all Ohio colleges and universities.

One phase of this study involves a survey of the "informal" use of off-campus libraries by means of a questionnaire. In order to get these questionnaires into the hands of a representative sample of students, we need your help. We would like to obtain from your campus a directory of students. We are interested in both graduate and undergraduate students, and we would appreciate receiving the most recent available listings for both groups. Please bill us for any charge. An addressed label is attached for your convenience.

We assure you that your campus will not be flooded with questionnaires; we will address only a very small randomized sample selected from your listing. We will not of course use any of the names which you send for any other purpose.

If we have misdirected our request to your office, would you forward it to the appropriate office on your campus?

Thank you for your assistance in providing us with this information.

Sincerely,

MR A. J GOLDWYN
CENTER FOR DOCUMENTATION CWRU
10831 MAGNOLIA DRIVE
CLEVELAND OHIO
44106

A. J. Goldwyn
Associate Dean

AJG/ev

Center for Documentation and Communication Research
School of Library Science

[Pilot User Questionnaire Tested at Three Cleveland Academic Institutions]

A SURVEY OF USERS OF OFF-CAMPUS LIBRARIES

A-12b

1. With which Ohio school, college, or university are you associated?

Name of institution ______________________

Location ______________________ ____________
City Zip Code

2. What position do you hold within this institution? (*Check only the most descriptive one*)

Faculty 1) ____
Graduate Student 2) ____
Administrator 3) ____
Research staff 4) ____
Undergraduate Student 5) ____
Other (*specify*) 6) ______________

3. How many off-campus libraries did you use in the last year? __________

4. What are the names and locations of these libraries? How many times did you use each library in the last year?

NAME OF OFF-CAMPUS LIBRARY	LOCATION (*City & State*)	TIMES USED

PLEASE COMPLETE THE FOLLOWING QUESTIONS FOR THE ONE OFF-CAMPUS LIBRARY WHICH YOU USED MOST IN THE LAST YEAR.

5. Please repeat the name of this off-campus library: ______________

6. Why did you use this library rather than the library(ies) on your campus?

7. What was your main purpose in using this library? (*Check only one*)

Course requirement 1) ____
Research 2) ____
Personal interest 3) ____
Other (*specify*) 4) ______________

2
A-12b

8. Check the factors which are most appropriate to your decision to use this library.

Referred by on-campus librarian 1) ____
Referred by on-campus faculty 2) ____
Personal knowledge 3) ____
Physical proximity 4) ____
Special (or better) collection 5) ____
Experienced failure elsewhere 6) ____
Contractual arrangement 7) ____
Authorized borrower 8) ____
Other (*specify*) 9) ______________________________

9. How would you rate the services rendered to you by this library?

Excellent ____ Good ____ Fair ____ Poor ____

10. Do you have any suggestions for the improvement of these services?

____

____

____

PLEASE ANSWER THE FOLLOWING QUESTIONS WITH REGARD TO THE LAST TIME THAT YOU USED THIS LIBRARY.

11. Regarding your most recent visit to this library, did you telephone in advance to make any inquiries? YES ____ NO ____

12. How much time did you spend in the library during your last visit?

less than an hour 1) ____
an hour to 1/2 day 2) ____
1/2 day to a day 3) ____
more than a day 4) ____

13. What were you seeking?

a specific book, article, etc. 1) ____
references on a certain subject 2) ____
an answer to a particular question 3) ____
recreation 4) ____
other (*specify*) 5) ______________________

14. With what were you provided?

books 1) ____
periodicals or serials 2) ____
microforms 3) ____
films 4) ____
recordings 5) ____
scores 6) ____
dissertations (theses) 7) ____
government documents 8) ____
reference volumes 9) ____
research reports & data 10) ____
an answer to a question 11) ____
other (*specify*) 12) ____

____

____

A-12b

15. In which subject area(s) were you primarily interested during this last visit?

____

____

____

16. Select from the following list those items which are applicable to this last visit, and rank the three most important in order of importance.

withdrawal of materials in circulation	a) ____
reading, taking notes, etc., on site	b) ____
consultation with a librarian	c) ____
use of card catalog	d) ____
use of audiovisual facilities	e) ____
recreation (*includes special programs, films, etc.*)	f) ____
photocopying	g) ____
other (*specify*): ____________________	h) ____

17. How would you evaluate the usefulness of the materials and/or information with which you were provided?

Extremely useful ____ Moderately useful ____ Inadequate ____

* * * * * * * * * * * * * * * * *

WE WOULD GREATLY APPRECIATE YOUR EVALUATION OF THIS QUESTIONNAIRE.

Which of the seventeen questions, if any, are not clear to you? How would you clarify them?

____

____

____

____

____

____

Generally, what comments do you have about this questionnaire which you consider would improve it?

____

____

____

CASE WESTERN RESERVE UNIVERSITY • CLEVELAND, OHIO 44106

A-13

A SURVEY OF USERS OF OFF-CAMPUS LIBRARIES

TO:

The School of Library Science of Case Western Reserve University is engaged in a research project, sponsored by the State Library of Ohio on behalf of the Ohio College Library Center, to identify extra-institutional use of libraries by Ohio academic personnel. The aim of this research is to support planning for an eventual computer-based library system for all Ohio colleges and universities.

The attached questionnaire constitutes an important part of this study, and we hope that you will participate as a special respondent. We are specifically interested in your academic use of off-campus libraries, i.e., any libraries not affiliated with the "parent" institution. (We are checking regular interlibrary loans through your library, so please do not report this type of off-campus use.)

Please check the appropriate statement below and use the enclosed envelope to return your response.

I HAVE USED AT LEAST ONE OFF-CAMPUS LIBRARY FOR ACADEMIC PURPOSES DURING THE CURRENT SCHOOL YEAR.

YES ____ NO ____

IF YES, would you please complete the questionnaire and return it.

IF NO, would you please complete only the first three questions of the questionnaire and return it.

Thank you for your assistance in providing us with this information on or before ________________.

Sincerely,

A. J. Goldwyn
Associate Dean

AJG/ev

Center for Documentation and Communication Research
School of Library Science

A-13

SECTION I

A SURVEY OF USERS OF OFF-CAMPUS LIBRARIES

1. With what Ohio school, college, or university are you currently associated?

Name of institution ______________________________

Location ______________________ City ________ Zip Code

2. What position do you hold in the institution with which you are now associated? (*Check only the most descriptive one*)

Undergraduate Student 1) ____
Master's Candidate 2) ____
Doctoral Candidate 3) ____
Faculty 4) ____
Other (*specify*) 5) ____ ______________________

3. How many off-campus libraries have you used during the current school year?

Number of off-campus libraries used: __________

[IF YOU ENTER ZERO (0) IN THE ABOVE SPACE, DO NOT COMPLETE THE REST OF THE QUESTIONNAIRE.]

4. What are the names and locations of these libraries? How many times have you used each library during the current school year?

Name of off-campus library	*Location (City & State)*	*Times used*

__DO NOT DETACH__

A-13

SECTION II

PLEASE COMPLETE THE FOLLOWING QUESTIONS FOR THE ONE OFF-CAMPUS LIBRARY WHICH YOU USED MOST DURING THE CURRENT SCHOOL YEAR.

5. Please repeat the name of the one off-campus library which you used most.

____

6. For what academic purpose were you using this library? (*Check only one*)

a. Course requirement	1)	____	Required reading
	2)	____	Term paper
b. Research for	3)	____	Dissertation
	4)	____	Thesis
	5)	____	Article, special paper, etc.
c. Other (*specify*)	6)	____________________	

7. Why did you decide to use this particular library rather than any other one?

(*Check the factors which most influenced your decision*)

Referred by on-campus librarian	1)	____
Referred by on-campus faculty	2)	____
Personal knowledge	3)	____
Physical proximity	4)	____
Special (*or better*) collection	5)	____
Experienced failure elsewhere	6)	____
Contractual arrangement	7)	____
Authorized borrower	8)	____
Other (*specify*)	9)	____________________

DO NOT DETACH

A-13

SECTION III

PLEASE ANSWER THE FOLLOWING QUESTIONS WITH
REGARD TO YOUR LATEST USE OF THIS LIBRARY.

8. Regarding your most recent visit to this library, did you telephone in advance to make any inquiries? YES ____ NO ____

9. How much time did you spend in the library during this visit?

less than an hour 1) ____
an hour to 4 hours 2) ____
4 hours to 8 hours 3) ____
more than 8 hours 4) ____

10. What were you seeking?

a specific book, article, etc. 1) ____
references on a certain subject 2) ____
an answer to a particular question 3) ____
a place to study, take notes, read, etc. 4) ____
other (*specify*) 5) ____________

11. With what were you provided?

books 1) ____
periodicals or serials 2) ____
microforms 3) ____
films 4) ____
recordings 5) ____
scores 6) ____
dissertations or theses 7) ____
government documents 8) ____
reference volumes 9) ____
research reports & data 10) ____
an answer to a question 11) ____
other (*specify*) 12) ____
____

12. In which subject area(s) were you primarily interested during this visit?

1) ____________
2) ____________
3) ____________

13. With regard to your latest use of this library, which of the following did you do?

withdrew materials as a borrower 1) ____
read, took notes, etc., on site 2) ____
consulted with a librarian 3) ____
used the card catalog 4) ____
used audiovisual facilities 5) ____
attended a special program, film showing, etc. 6) ____
made photocopies 7) ____
used microforms and readers 8) ____

A-14

APPENDIX 14: REASONS GIVEN FOR PREFERRED USE OF ANY LIBRARY BY STUDENTS AND FACULTY WITHIN REGIONS

REASONS FOR USE OF ANY ONE LIBRARY	FREQUENCY OF OCCURRENCES OF REASONS GIVEN								
	NE	SW	C	NW	SE	NC	SC	GRAND TOTAL	%
Referred by on-campus Librarian	11	7	6	1			3	28	1.76
Referred by on-campus Faculty	22	17	7	7	2		1	56	3.52
Personal Knowledge	172	88	96	38	7	8	19	428	26.94
Physical Proximity	175	80	112	41	9	10	20	447	28.13
Special (or better) Collection	106	67	56	16	4	2	7	258	16.24
Experienced failure Elsewhere	60	38	26	14	1	3	5	147	9.25
Contractual Arrangement	2	1	1				1	5	0.31
Authorized Borrower	68	41	52	22	5	4	9	201	12.65
OTHER	11	1	5	2				19	1.20
TOTAL	627	340	361	141	28	27	65	1589	100%

A- 15

APPENDIX 15: Classification Scemes

LIBRARY OF CONGRESS	DEWEY DECIMAL
A	000, 030, 040, 050, 060, 070, 080, 090
B - BJ except BF	100, 110, 120, 130, 140, 160, 170, 180, 190 150
BL - BX	200, 210, 220, 230, 240, 250, 260, 270, 280, 290
C - D - E - F	900, 920, 930, 940, 950, 960, 970, 980, 990
G - GF	910
GN - GV	390, 790
H - HJ	310, 330, 380
HM - HX	300, 360
J - U - V	320, 350
K	340
L	370
M	780
N	700, 710, 720, 730, 740, 750, 760, 770
P - PM	400, 410, 430, 440, 450, 460, 470, 480, 490
PN - PZ except PR and PS	800, 830, 840, 850, 860, 870, 880, 890 420 and 810, 820
Q	500, 510, 520, 530, 540, 550, 560, 570, 580, 590
R	610
S	630
T	600, 620, 640, 650, 660, 670, 680, 690
Z	010, 020

A-16

General Interlibrary Loan Code 1952

The General Interlibrary Loan Code 1952 was accepted on July 4, 1952, by the Council of the American Library Association as replacement for the ALA Interlibrary Loan Code 1940, of which it is an enlargement and revision. It has also been approved by the executive bodies or membership of the American Association of Law Libraries, American Theological Library Association, Catholic Library Association, the ALA Public Libraries Division, the Special Libraries Association (in principle), and of course, the Association of College and Reference Libraries.

This 1952 Code was prepared by the Committee on Interlibrary Loans of the ACRL. The final draft represents two years of committee work and the suggestions of more than 75 librarians representing all types of libraries. This basic code reaffirms accepted policies and establishes standard procedures to cut costs and control the greatly increased volume of loans. With this code as a basis special types of libraries (such as music, medical, or state libraries) may easily develop supplements to cover their unique needs.

The code does not answer all questions pertaining to interlibrary loans, nor can it be all things to all libraries, but it can be used in the following ways: to provide a manual of generally accepted procedures for librarians without previous training or experience in handling interlibrary loans; to correct abuses of the interlibrary loan privilege and to bear witness that the service is a courtesy and not a right; and, finally, to effect a more efficient handling of interlibrary loan requests so as to relieve a measure of the present strain on the large research libraries which bear the principal burden of the loans between libraries.

Members of the ACRL Committee on Interlibrary Loans are: Mollie Hollreigh; Louise M. Milligan; Dorothy S. Scherer; Bernice S. Smith; Margaret D. Uridge; and William A. Kozumplik, Chairman.

Reprints of the General Interlibrary Loan Code 1952 may be obtained for a nominal sum from Gaylord Brothers, Syracuse, New York.*

"Continued disregard by a borrowing library of the provisions of this Code is sufficient reason for another library to decline to lend to said library. . . . Interlibrary loan service is a courtesy and a privilege, not a right, and is dependent upon the cooperation of many libraries."

I. *Introduction*

1. Interlibrary loans are transactions in which material is lent by one library to another library for the use of an individual borrower. Interlibrary loan service *supplements* a library's resources by making available, through direct loans for a *short* period of time, materials located in other libraries and not owned by the borrowing library.

2. The volume of interlibrary loans makes it desirable to formulate basic policies regulating this service and to recommend the national adoption of standard forms and uniform operating practices in the interest of maximum reciprocal effectiveness, efficiency, and economy. To this end the General Interlibrary Loan Code, consisting of policies and operational procedures, is set forth.

3. This General Code does not deny the formulation of special codes, which would widen and extend the purpose and scope herein stated. Such codes are generally mutual assistance agreements, based on the national code, written for specified libraries, *e.g.*, the members of a regional union catalog or bibliographic center, and for library systems of a similar type or of a geographic area, such as state library service (sometimes called "extension service"), school systems, large public library branch systems, etc.

II. *Definition of Purpose*

The purpose of interlibrary loans is to make available for research and for serious study library materials not in a given library, *with due provisions made by the lending library for the rights of its primary clientele.*

III. *Responsibility*

1. Interlibrary loan service is a *courtesy and a privilege,* not a right, and is dependent upon the cooperation of many libraries. Because of the cost of the service and the conflict in demands for certain classes of material, the interlibrary loan service should be restricted (especially when borrowing from large research libraries) to requests that *cannot* be filled by any other means.

2. In the interest of furthering cooperative

---

*The original edition of the 1952 Code was reprinted from *College and Research Libraries*, October 1952. The 1956 editi incorporates changes in the appendices only, made by a new committee: Joseph R. Dunlap, James J Heslin, Legare H. Obear, Margaret D. Uridge, the late Henry M. Fuller (chairman 1954-55) and Foster M. Palmer (chairman 1955-56

A-16

research both the borrowing library and the lending library are responsible for understanding and abiding by the purpose and limitations of such loans; it is especially desirable that the lending library interpret as generously as possible its own lending policies.

3. As applied to research for advanced degrees, it is assumed that the candidates in any institution will choose dissertation topics according to the resources at hand and not those which will involve attempting to borrow a large part of the necessary library resources from other libraries.

4. It is assumed that the borrowing library will carefully screen all applications for loans and that it will *reject* those which *do not* conform to the Code.

IV. *Conditions of Loans*

1. The safety of borrowed materials is the responsibility of the borrowing library from the date of their arrival in that library to the date of their receipt back by the lending library.

2. In the case of loss or damage the borrowing library is obligated to meet the cost of repair, rebinding, or replacement (including processing costs), or to supply a replacement copy, whichever is preferred by the lending library.

3. The borrowing library is *bound* by any conditions or limitations of use imposed by the lending library. If no specific conditions have been made, the borrowing library will safeguard borrowed materials as carefully as it would its own.

4. It is recommended that any limitations on use (such as "For use in library building only") be based on the physical condition or the bibliographic character (*e.g.*, rarity, fragility, uniqueness, etc.) of particular items rather than blanket restrictions on all materials lent.

5. Photographic reproductions should not be made of theses, manuscripts, or other unique materials on loan without first receiving permission from the library owning the original.

6. Special conditions on the use of unpublished theses may be imposed by the lending library. These may include restrictions to use within the library building; permission required from the author for the loan or reproduction of the thesis; signing by the individual borrower of a "use sheet" in front of thesis.

V. *Scope*

1. Almost any material possessed by a library, unless it has been acquired on terms which entirely preclude its loan or duplication, *may* on occasion be lent to or photographed for another library. The lender alone must decide in each case whether a particular loan or photographic copy should, or should not, be made.

2. However, because of the purpose of interlibrary loans, libraries should *not* request, *especially of research libraries*, the following types of materials (unless asking under a special cooperative agreement): Current fiction; *current issues of periodicals* (some libraries may be willing to lend current issues of foreign or little used periodicals); *inexpensive items currently purchasable* in this country; books for class use; a high percentage of the books basic for a thesis being written for the borrowing institution; current books for which there is *anticipated* a *recurring demand* in the borrowing library.

3. Moreover, libraries *ought not* request, especially of research libraries, excepting under unusual and explained circumstances the following types of materials: extremely rare books; *a very large number* of titles at one time for *one applicant;* music to be used in public performance; works difficult and expensive to pack, *e.g.*, newspapers.

4. Furthermore, libraries should be prepared to have their requests *unfilled if* the material requested is considered by the owning library to be too rare, fragile, irreplaceable (manuscript or other unique item) or if it is of a collection which cannot leave the premises; is in *great demand*, either actual or immediately anticipated; or is a microfilm or other photographic reproduction for which the original material or another film copy is not easily available for replacement copying. (Cf. Appendix V: Policy on the Interlibrary Lending of Microfilm.)

VI. *Expenses*

1. *Payment* of transportation costs both ways, including insurance, is to be met by the *borrowing library* except where agreements to the contrary exist.

2. It may be necessary for some libraries to add a flat service charge per transaction for professional and clerical services rendered.

3. The borrowing library may require, de-

A-16

pending upon its policy, total, partial, or no reimbursement of expenses from the applicant for whom the transaction was negotiated.

4. Payment of costs is normally made at the conclusion of each transaction by the borrowing library enclosing the sum in stamps with the notice of return shipment (not with the material itself) or periodically on receipt of a bill from the lending library.

> Note: In order to avoid the use by some libraries (including many government libraries) of expensive shipment by express-collect, the borrowing library may arrange to send with its requests the estimated postage for book-rate shipment.

5. In order to keep expenses as low as possible, especially clerical costs, it is recommended that standard labor-saving devices (cf. Appendixes I and II) and uniform procedures especially designed for interlibrary loans be utilized.

VII. *Placement of Requests*

1. Libraries should apply first to the nearest institution known or expected to possess the desired material. *Special care* must be taken, however, to *avoid* asking the larger libraries to support an undue proportion of the interlibrary loans. Unless mutual agreements are operative, avoid concentrating requests upon a few libraries.

2. When it is not known where the desired material is, or might be located, a regional union catalog or the National Union Catalog at the Library of Congress may be consulted. (Cf. Appendix IV for list of addresses.)

VIII. *Information Required on Requests*

1. Materials requested must be described completely and accurately, following accepted bibliographic practice (see VIII.3 below).

2. Items requested *should be verified* and *sources of verification* given. (Cf. Appendix III for standard abbreviations of sources of verification.) When verification is impossible, because of lack of bibliographic tools, the statement "Cannot verify" should be made and the original source of reference be cited, including page reference. If this provision is disregarded, and the bibliographic data appear to be incorrect, the request may be returned unfilled.

3. Specific information required for requests is:

a. BOOKS or pamphlets:
  1. *Full author entry,* corporate or personal; when personal, supply full names, or at least the correct surname and initials of forenames if full names are not ascertainable.
  2. Title, exact and full enough for positive identification.
  3. Edition, when a particular one is sought. Specify "Any edition" if such is satisfactory.
  4. Imprint, including place of publication, publisher (if known) and *date.*
  5. Volume number if part of a set; give title of set if different from individual title.
  6. *If part of a series,* give title of the series and the serial number of the item.

b. SERIALS:
  1. Exact title of the serial, complete enough for positive identification.
  2. *Volume number.*
  3. *Date of volume;* if very recent volume or if issues are separately paged, give also the number and/or date of the issue wanted.
  4. Inclusive *pagination of article* desired, if this information is available
  5. *Author and title* of the *article,* or subject if the title is not known.

     Note: Occasionally special and government libraries will withhold this information in order to protect their organization's research interests.

4. For foreign language material, author and title, and/or serial title, must be in the *language* of the *version desired, not* in translation. In the case of non-Roman alphabetic languages, this information should be transliterated. For Oriental languages, and other languages admitting of several transliterations, the transliteration should be accompanied by slips giving the author and title in the original script, supplied by the applicant for the loan.

5. If the applicant's name, status (occupation or other identifying description), and purpose are given on the request, the loan frequently may be obtained when otherwise it might be refused. This information may be required by some lending libraries.

6. If there is a date by which the material must be received to be useful, this should be indicated on the request.

A-16

7. It is recommended that the *borrowing* library in initiating requests *use* standard multiple-part carboned *unit-request forms*, utilizing window envelopes, as approved in principle by the ACRL. Their use is described below. (Cf. Appendix II for further description.)

- a. If forms cannot be used, the same principles should be followed in request correspondence, particularly in respect to giving only a single title per letter sheet.
- b. It is understood that use of the multiple-part unit-request form described below does not necessarily apply to loans within a cooperative agreement system which has its own special forms and procedures. It is recommended, however, that libraries within such a system abide by the provisions below when making requests of libraries outside their "system."
- c. Use of the multiple-part unit-request form:
  1. Each request form should contain only one book-title or one volume of a serial.
  2. The name and address of *both* the borrowing and lending library should be on *each* unit-request.
  3. The first 3 parts of the request form are to be sent to the lending library as the initial request.
  4. Several unit-request forms may be placed in one envelope (window envelopes are recommended). However, do not add to a unit-request form any information or question regarding a different request.
  5. Self-addressed gummed standard interlibrary loan shipping labels (cf. Appendix I) should be enclosed for each unit-request. (Enclose 2 for each request to be shipped by express.)
  6. It is an added courtesy to enclose a stamped self-addressed, or window envelope for the lending library to use in answer to requests.

8. *All* correspondence and shipments should have "Interlibrary Loan" conspicuously placed on the *envelope* and *shipping label*. To save on clerical costs it is recommended that, in the use of forms and shipping labels, the librarian handling interlibrary loans be addressed by title: Interlibrary Loan Librarian, rather than by name.

IX. *Photographic Substitution*

1. Time may be saved in filling the reader's request if, in the application for a loan, willingness is indicated to purchase a photographic reproduction as a satisfactory substitute should the original material be unavailable for interlibrary loan. This is especially applicable to periodical and newspaper articles and to typescript theses.

2. The type of photographic duplication (as a substitute) that is acceptable (*e.g.*, photostat; microfilm—negative or positive; record print; etc.) and the maximum price the borrowing library is willing to pay can appropriately be indicated on the original request. If preferred, the lending library may be asked to quote the estimated cost of such a substitution before filling the order.

3. Photographic duplication in lieu of interlibrary loan *may be complicated* by interpretations of copyright restrictions, particularly in regard to photographing *whole issues* of periodicals or books with *current copyrights*, or in making *multiple copies* of a publication.*

4. Any request, therefore, that indicates acceptability of a photographic substitution, under the conditions described above, should be accompanied by a statement with the signature of the applicant attesting to his responsibility for observing copyright provisions in his use of the photographic copy.*

5. Requests indicating acceptability of photographic substitute in lieu of interlibrary loan that comply with the above provisions are to be considered *bona fide* orders for copying services. The lending library, if equipped to do so, may fill such orders with no further correspondence or delay.

X. *Shipment of Loans*

1. In the shipment of materials on interlibrary loan use the *least expensive* method of transportation. Keep in mind the *reliability and speed* of the method, and the physical and bibliographic condition of the material being sent.

2. There is *no commitment* on the part of the borrowing library, unless otherwise di-

---

* These statements on photographic substitution are based on the "Gentlemen's Agreement" written in 1935 by the National Association of Book Publishers (reaffirmed in 1938 by its successor the Book Publishers Bureau) and the Joint Committee on Materials for Research (representing the libraries). For the text of this agreement see the *Journal of Documentary Reproduction*, 2:29-30, March 1939.

A-16

rected, to use the same method of shipment adopted by the lending library *if* it can return the item just as *reliably*, safely, and quickly at less cost. ~~It is emphasized~~, ~~however,~~ that U. S. Postal-Regulations require ~~that~~ typescript or manuscript ~~materials be sent~~ first class mail, or they may ~~be sent by express~~.

Note: Shipping by express by the lending library merely as a convenience in collecting transportation costs is not justified due to its much higher costs.

3. Proper attention should be given to the preparation of materials for shipment to insure their safe and unharmed arrival at the intended destination. This involves *heavy protective covering* and *proper addressing*.
   a. Books should be protected by the use of corrugated paper or cardboard, covering all edges and corners especially well, plus heavy wrapping paper. Prefabricated shipping bags, *if used judiciously* (keeping in mind weight of the book, shipping distance, and the routes or postal offices known to be excessively hard on shipments) may be considered for use as a labor saving device.
   b. Pamphlets or works of a similar nature may be safely shipped in cardboard reinforced strong manila envelopes or in prefabricated shipping bags.
   c. Microfilm reels should be kept in their original cardboard containers and sent in special shipping boxes, or wrapped as carefully as books. When microfilms are returned they should be on the reels originally sent, as well as in the original cardboard containers (which are in effect the covers of a book) containing the title and call-number.
   d. The borrowing library should give *at least* the same care in preparing materials for return shipment as was given by the lending library in preparing the original shipment.

XI. *Insurance*

1. It is recommended that especially valuable shipments be insured, the lending library determining the amount of insurance. When shipping to another country, *e.g.*, Canada, shipping experience recommends registering (for quick passage through customs) rather than insuring.

2. When returning materials the borrowing library should insure and/or register the shipment for *at least* the amount stipulated by the lending library.

3. Where the volume of transactions warrants, blanket parcel post insurance provided by private insurance companies might well be considered.

XII. *Duration of Loan*.

1. The *duration* of loan is normally calculated to mean the period of *time* the item is to be *in* the borrowing library, disregarding the time spent in transit.

2. The loan period is often limited to two weeks for books and one week for unbound periodical issues. However, some libraries grant longer initial loan periods as a matter of policy or under very special circumstances.

XIII. *Renewal*

1. Renewal requests should *not be encouraged*. In any case a second renewal should not be asked for without a specific explanation. It should be remembered that the borrowed material was originally acquired for the use of the owning library's clientele, and should be available on its shelves.

2. The renewal request should reach the lending library on or before the date due.

3. The lending library should answer the borrowing library's renewal request promptly. If renewed, the lending library indicates the new due date or the renewal period granted.

XIV. *Recall*

Material on loan is *subject to recall at any time* at the discretion of the lending library. The borrowing library should comply promptly.

XV. *Notification and Acknowledgment*

1. If the lending library cannot send the material requested, it is expected that it notify the requesting library promptly, giving the reason why the material is unavailable.

2. When the lending library fills a request, a notification of shipment should be *sent separately* from the material itself (to alert the receiving library to probable date of arrival). On this notice of shipment the lending library gives the following: date and method of shipment, including the amount of insurance cover-

A-16

age (if any); date material is due or loan period; charges to be refunded, if any.

Note: To expedite return shipments the lending library is wise to enclose with the shipment-notification a self-addressed gummed shipping label (or two, if shipment is to be by express).

3. In return shipments the borrowing library *sends, separately* from the material itself, notification giving the date and method of shipment, including insurance coverage (if any).

4. Acknowledgments: Experience recommends that except for extremely valuable shipments, or those from a foreign country, no acknowledgment of receipt is necessary.

However, if there is *undue delay in receipt* of the item (date of shipment is stated in the notification of shipment) the *receiving* library (whether borrowing or lending) has the *responsibility* of *notifying* the sending library so that a search may be initiated promptly. In such a case, notification to the shipping library may be made, when using the multiple-part forms, on the verso of the "interim report" sheet or "return notice" sheet; or otherwise by post card or letter using abbreviated bibliographic description.

XVI. *Violations of the Code*

Continued disregard by a borrowing library of the provisions of this Code is sufficient reason for another library to decline to lend to said library.

Appendix I

Standard Interlibrary Loan Shipping Label Specifications:

Size: 3" × 5", for easy filing in standard library equipment.

Spacing: Address of receiving library to occupy center and major portion of label. Address of sending library to be at left edge, near top, preferably printed at right angles to that of receiving library and rest of printing on the label.

Postal Regulations: Words "Interlibrary Loan" and "Books" to be printed clearly at top. "May be opened for postal inspection" and "Return postage guaranteed" to be printed at bottom of label, preferably in type differing from rest of printing on label. Public or non-profit libraries which have a permit to mail at the special rate provided in Postal Manual 135.14 should use the term "Library Books" or "Library Book Rate" on such shipments. It is no longer necessary to quote the section number. Existing supplies of labels with the old P.L. & R. number may still be used.

Instructions: Methods of shipment, including insurance valuation note, to be pre-printed, for quick checking, at bottom of label.

Color: Light enough to show typing clearly. Large libraries may wish to have a distinctive color to aid in prompt sorting and distributing of interlibrary loans.

Self-addressed Labels: A library should send the library at the other end of the transaction a gummed, self-addressed, pre-printed or pre-typed shipping label when expecting an interlibrary loan volume to be shipped to it, either on loan or as return of a loan.

Appendix II

Standard Interlibrary Loan Request Form
(Accepted in Principle, July 1951, by the
ACRL Board of Directors)

USE OF THE FOUR-PART, CARBON INTERLEAVED, 5" × 8" UNIT-REQUEST FORM, Using Window-Envelope (See next page for Sample):

Part *A* (white): "Request," sent with Parts *B* and *C* as initial request; it becomes the *lending* library's final record.

Part *B* (yellow): "Report," used by the *lending* library to answer the request; it becomes the *borrowing* library's final record.

Part *C* (pink): "Interim Report," used by the *lending* library when necessary for delay-in-shipment reports, such as "In use. Hold placed."

If it is not so used, Part *C* is returned to the *borrowing* library either with Part *B* or with the material shipped.

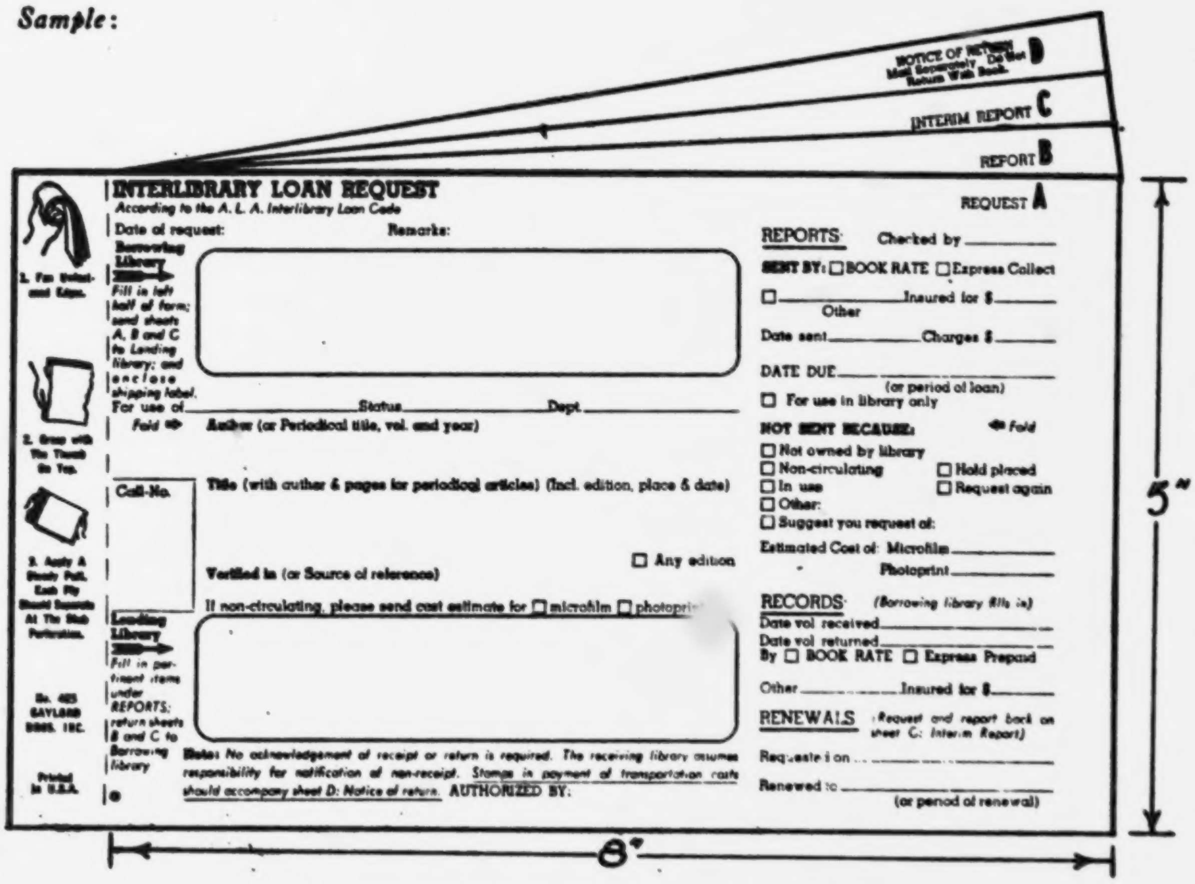
It then becomes the *borrowing* library's "Renewal Request," when renewal is necessary.

It is Part *C* which acts as a "flyer" between the two libraries involved. It may be discarded at the transaction's termination.

Part *D* (goldenrod): "Notice of Return," retained by the *borrowing* library until the material borrowed is ready for return. Filled in with method and date of shipment, it is sent separately to the *lending* library as return notification.

A-16

Sample:



NOTICE OF RETURN Mail Separately Do Not Return With Book. D

INTERIM REPORT C

REPORT B

REQUEST A

INTERLIBRARY LOAN REQUEST
According to the A. L. A. Interlibrary Loan Code

Date of request:
Remarks:

Borrowing Library *Fill in left half of form; send sheets A, B and C to Lending library; and enclose shipping label.*

For use of ______ Status ______ Dept. ______

Fold ⇒ **Author** (or Periodical title, vol. and year)

Call-No.

Title (with author & pages for periodical articles) (Incl. edition, place & date)

☐ Any edition

Verified in (or Source of reference)

If non-circulating, please send cost estimate for ☐ microfilm ☐ photoprint

Lending Library *Fill in pertinent items under REPORTS; return sheets B and C to Borrowing library*

Note: *No acknowledgement of receipt or return is required. The receiving library assumes responsibility for notification of non-receipt. Stamps in payment of transportation costs should accompany sheet D: Notice of return.* AUTHORIZED BY:

1. Fan [illegible] Edge.
2. Grasp with The Thumb On Top.
3. Apply A Steady Pull. Each Ply Should Separate At The Stub Perforation.

No. 485 GAYLORD BROS. INC.

Printed in U.S.A.

REPORTS: Checked by ______

SENT BY: ☐ BOOK RATE ☐ Express Collect

☐ ______ Insured for $ ______
Other

Date sent ______ Charges $ ______

DATE DUE ______ (or period of loan)

☐ For use in library only

NOT SENT BECAUSE: ⇐ *Fold*

☐ Not owned by library
☐ Non-circulating ☐ Hold placed
☐ In use ☐ Request again
☐ Other:
☐ Suggest you request of:

Estimated Cost of: Microfilm ______
Photoprint ______

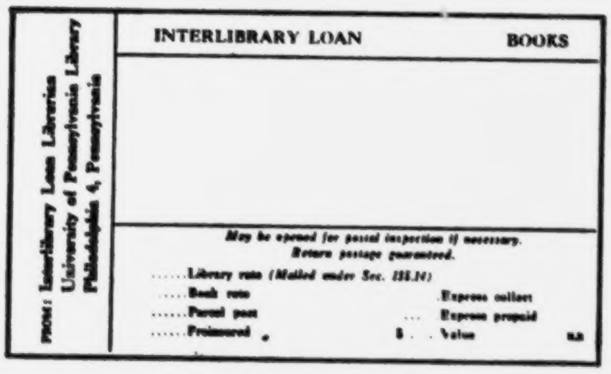
RECORDS: *(Borrowing library fills in)*

Date vol received ______
Date vol returned ______
By ☐ BOOK RATE ☐ Express Prepaid

Other ______ Insured for $ ______

RENEWALS *(Request and report back on sheet C: Interim Report)*

Requested on ______
Renewed to ______ (or period of renewal)



FROM: Interlibrary Loan Librarian
University of Pennsylvania Library
Philadelphia 4, Pennsylvania

INTERLIBRARY LOAN BOOKS

May be opened for postal inspection if necessary.
Return postage guaranteed.

......Library rate (*Mailed under Sec. 135.14*)
......Book rate .Express collect
......Parcel post ... Express prepaid
......Preinsured $ . . Value

For rare materials, Part *D* could be used for acknowledgment of receipt.

It may be discarded at the end of the transaction.

Procedure:

1. The *borrowing* library types the required information on the left two-thirds of the four-part form. Additional information or special considerations may be placed under "Remarks" or on the reverse of the form; in the latter case, type "OVER" in the space for "Remarks." The librarian initiating the transaction should sign or initial the request next to "Authorized By."

2. The *borrowing* library sends Parts *A, B, C* in a window envelope to the lending library; it also encloses a self-addressed gummed shipping label. Part *D* is retained as the initial record of its request.

Note: Several unit-requests, fully filled in, may be included in one envelope.

3. The *lending* library fills in and checks on all three parts, the appropriate information under the form's "Reports" section; it retains Part *A* and returns Parts *B* and *C* to the borrowing library.

If the material is being shipped, Part *B*, together with a self-addressed gummed shipping label, is sent separately from the ma-

A-16

terial, thus alerting the borrowing library of its imminent arrival.

Part *C* may be sent with Part *B* or may be used as a packing slip for the shipment.

Note: Part *C* is designed to be sent ahead of Part *B* if there is to be a delay in shipping the requested material.

4. The *borrowing* library uses Part *C* to request a renewal, if necessary. The *lending* library returns Part *C* with new due date or renewal refusal.

5. The *borrowing* library uses Part *D* as notification of return shipment of the material, thus making Part *B* its final record of the transaction.

APPENDIX III

Standard Abbreviations of Sources of Verification

AFML Cat	U. S. Armed Forces Medical Library Catalog (and supplements)
Ag. Ind	Agricultural Index
BA	Biological Abstracts
BM (*old, sup., new*)	British Museum Catalogue
BN	Bibliothèque nationale. Catalogue général . . .
BUCP	British Union-Catalogue of Periodicals
Bib. Ag.	Bibliography of Agriculture (USDA)
Bib. deut. Zeit.	Bibliographie der deutschen Zeitschriftenliteratur . . .
Bib. esp	Bibliografia general española e hispano-americana
Bib. France	Bibliographie de la France
Bib. fremd Zeit.	Bibliographie der fremdsprachigen Zeitschriftenliteratur
Biblio	"Biblio," catalogue . . . française . . .
Bot. A.	Botanical Abstracts
Bot. Z.	Botanisches Zentralblatt
Brinkman	Brinkman's catalogus van boeken . . .
Brunet	Brunet. Manual du libraire . . .
CA	Chemical Abstracts
CBI	Cumulative Book Index
Chem. Z.	Chemisches Zentralblatt
DBV	Deutsches Bücherverzeichnis
Deut. nat. Bibl	Deutsche Nationalbibliographie
Diss. A.	Dissertation Abstracts
Doc. Diss.	Doctoral Dissertations Accepted by American Universities
EM	Excerpta Medica
ESR	Experiment Station Record
Econ A	Economic Abstracts
Ed. Ind	Education Index
Eng. Cat.	English Catalogue of Books
Engr. Ind.	Engineering Index
Evans	Evans. American Bibliography
Graesse	Graesse. Trésor des livres rares et précieux
Hist. A.	Historical Abstracts
IM	Index Medicus
IA Ind.	Industrial Arts Index
ICS	International Catalogue of Scientific Literature
Int. Ind.	International Index
Jäh. deut. schr.	Jahres-Verzeichnis der an den deutschen Universitäten und Hochschulen erschienenen Schriften
Kayser	Kayser. Vollständiges Bücher-Lexikon
LC Cat.	Library of Congress. Cumulative Catalog (and supplements)
LC-Subj.	Library of Congress. Cumulative Subject Catalog
Lorenz	Lorenz. Catalogue général de la librairie française
NST	New Serial Titles
NUC	National Union Catalog (at LC)
PAIS	Public Affairs Information Service
PTLA	Publishers Trade List Annual
Pagliaini	Pagliaini. Catalogo generale della libreria italiana
Palau	Palau y Dulcet. Manual del librero hispano-americano
Psych. A.	Psychological Abstracts
RG	Readers' Guide to Periodical Literature
RSL-Per.	Royal Society of London. Catalogue of the Periodical Publications in the Library
RSL-Sci.	Royal Society of London. Catalogue of Scientific Papers.
SA-A	Science Abstracts Sect. A. Physics Abstracts
SA-B	Science Abstracts Sect. B. Electrical Engineering Abstracts
SPFG	List of the Serial Publications of Foreign Governments
STC-P	Pollard. A Short-title Catalogue
STC-W	Wing. A Short-title Catalogue
Sabin	Sabin. Dictionary of Books Relating to America
ULN	Union List of Newspapers
ULS	Union List of Serials
U.S.Cat.	United States Catalog (and supplements)
U.S. SG	U. S. Surgeon General. Index-Catalogue of the Library
WLSP	World List of Scientific Periodicals
Watt	Watt. Bibliotheca Britannica
ZR	Zoological Record

APPENDIX IV

Bibliographic Centers and Selected Union Catalogs

National Union Catalog, Library of Congress, Washington 25, D.C.

Canadian Bibliographic Centre, Public Archives of Canada, Ottawa, Ontario.

Bibliographical Center for Research, Rocky Mountain Region, Public Library, Denver 2.

Pacific Northwest Bibliographic Center, Univ. of Washington Library, Seattle 5.

Philadelphia Bibliographical Center and Union Library Catalogue, 219 Logan Hall, Univ. of Pennsylvania, Philadelphia 4.

Cleveland Regional Union Catalog, I. F. Freiberger Library, Western Reserve Univ., Cleveland 6.

Atlanta Union Catalog, Emory University Library, Emory University, Georgia.

Union Catalog of Libraries in Nashville, Joint University Libraries, Nashville 5.

California State Union Catalog, State Library, Sacramento 9.

Nebraska Union Catalogue, Nebraska State Library Commission, State House, Lincoln 9.

Union Catalog of Nonfiction in New Hampshire Libraries, State Library, Concord.

Union Catalog of Material in Libraries and in Private Collections in New Jersey, New Jersey Public Library Commission, State House Annex, Trenton 7.

A-16

North Carolina Union Catalog, University of North Carolina Library, Chapel Hill.

Ohio Union Catalog, Ohio State Library, State Office Building, Columbus 15.

Vermont State-Wide Union Library Catalog, Vermont Free Public Library Commission, Montpelier.

Austria. Oesterreichische Nationalbibliothek, Josefsplatz, Vienna 1.

Belgium. Bibliothèque Royale, Place du Musée, Brussels.

Brazil. Catálogo Coletivo, Instituto Brasileiro de Bibliografia e Documentação, Avenida General Justo, 171, Rio de Janeiro.

Denmark. Statens Bibliotekstilsyn. Odensegade 14, Copenhagen Ø.

Finland. Helsingen Yliopiston Kirjasto (Helsinki University Library), Unioninkatu 36, Helsinki.

France. Bibliothèque Nationale, 58 rue de Richelieu, Paris II.

Germany. Deutsche Staatsbibliothek (formerly Preussische Staatsbibliothek), Unter den Linden 8, Berlin, N. W. 7.

Universitäts- und Stadtbibliothek, Cologne.

Great Britain. National Central Library, Malet Place, London, W.C. 1. England.

Italy. Biblioteca Nazionale Centrale Vittorio Emanuele. Via del Collegio Romano 27, Rome.

Centro Nazionale per il Catalogo Unico delle Biblioteche Italiane e per le Informazione Bibliografiche, Via del Collegio Romano 27, Rome.

The Netherlands. Koninklijke Bibliotheek. Lange Voorhout 34, The Hague.

Norway. Universitetsbiblioteket, Oslo.

Spain. Biblioteca Nacional. Av. de Calvo Sotelo 20, Madrid.

Sweden. Kungl. Biblioteket, Humlegarden, Stockholm 5.

Switzerland. Bibliothèque Nationale Suisse—Schweizerische Landesbibliothek. 15 Hallwylstrasse, Berne.

Zentralbibliothek Zürich. Zähingerplatz 6, Zürich 1.

APPENDIX V

Policy on the Interlibrary Lending of Microfilm

(Statement Accepted by the ARL as a Committee Report, January 26, 1952, at Iowa City)

The Committee on Interlibrary Lending of Microfilm favors a liberal policy of microfilm lending. The principal provisions of such a policy are set forth below. It should be borne in mind that any one provision listed below is subject to the limitations implied in the other provisions.

1. The conditions of loan set forth in the 1952 revision of the ALA Interlibrary Loan Code should apply to the interlibrary lending of microfilm. Specific reference is made in the Code to the purpose, responsibilities, expenses, and duration of interlibrary loans.

2. Positive microfilm should be lent freely and without restriction.

3. Negative microfilm should be lent provided the lending library owns the original, or has easy access to the original for rephotographing, and provided the original is not so fragile that re-photographing would damage it. Extreme care should be exercised in handling negative microfilm.

4. Microfilm of manuscript material owned by another library should not be lent without the permission of that library except in instances where it is quite obvious such permission is unnecessary. The use of such material should be subject to the conditions imposed on the borrowing library by the report of the Committee on the Use of Manuscripts (Appendix B, p.32, Minutes of the 37th Meeting of the ARL, Chicago, July 6-7, 1951).

5. The requesting library is required to name in the first application for a loan of microfilm the type of microfilm reading equipment it has available for use. Microfilm should be restricted for use in the building where suitable equipment and supervision are available for its use.

6. The minimum unit of loan will be one reel. Not more than four reels should be requested at one time.

the ohio college library center
1858 neil ave. - columbus ohio - 43210

A-17

9 April, 1969

STATEMENT OF ACADEMIC OBJECTIVE, ECONOMIC GOAL, AND MISSIONS TO ACHIEVE THESE ENDS.

The principal academic objective of the Ohio College Library Center is to increase availability of library resources for use in educational and research programs of Ohio colleges and universities. The principal economic goal of the Center is to lower the rate of rise of per-student library costs, while increasing availability of library resources.

The Ohio College Library Center is a not-for-profit corporation, chartered by the State of Ohio. Its members are Ohio colleges and universities which pay to the Center an assessment that is based on the number of titles which each institution's library added to its collection in the previous academic year. Each member institution appoints a representative, and representatives elect from their group nine trustees whose responsibility and authority are comparable to those functions which college and university trustees possess.

Activities of the Center are research, development, implementation, and operation of computerized systems designed to achieve the Center's objectives and goals. As yet, no computerized library network of the size of OCLC is in operation, although smaller projects are partially operational. Therefore, extensive research and development is required before implementation can be undertaken. However, five major subsystems have been designed.

> First to be implemented will be a shared cataloging system based on a central computerized catalog. This system will speed cataloging and reduce cataloging costs in member libraries; 1) by taking advantage of cataloging performed elsewhere and thereby eliminating duplicate effort, and 2) by employment of labor saving machines. In addition, this project will produce at no extra cost a central union catalog whereby each member institution can rapidly determine by author and title location of materials in Ohio. Moreover, the communication system can be employed for rapid requests of materials from other institutions.

A-17

The second project will be a remote catalog access and circulation control system which will enable student and faculty members outside the library to determine local institution holdings, as well as those in the state. Access will be by author and title. The system will also make it possible for a user to determine the exact location of the item he needs and whether or not it is immediately available for him before he leaves the building in which he is working or studying. The mechanized circulation control will also cut library costs.

The third system will be a bibliographic information retrieval project whereby instructors and students at remote terminals can search holdings from the subject point of view. Again, large amounts of user time will be saved thereby.

The fourth project is a serials control system that will be designed to facilitate library control of serials holdings.

The fifth project will be a major technical processing system that will computerize most of library processing. One of its major products will be addition to the central catalog of materials in process so that a user can determine existence and location of a specific book in a library system before complete entry in the catalog has been accomplished.

In effect, these systems furnish the advantages of computers to faculty members, students, and the library. They take advantage of existence of materials in other institutions and of effort accomplished in other institutions without increasing costs to such institutions. Of equal importance, the system is based on labor-saving machines which will make it possible to bring exponentially rising library per-student costs into a linear relationship with costs in the general economy before it will be possible to bring rising per-student costs in other areas of college and universities into a linear relationship.

BIBLIOGRAPHY

This bibliography reflects the scope and interest of the research project itself; it includes a selection of articles and books published from 1964 to 1969. (For earlier references, see Vern M. Pings, Interlibrary Loans, cited on page 170 below.) The following broad areas are covered:

1. Utilization of academic library resources by college/university faculty and students and by "outside" individuals and groups;
2. Utilization of the resources of other types of libraries by college/university personnel;
3. Participation by academic libraries in cooperative programs--at state, regional, and local levels--relating to the exchange and/or use of library materials;
4. Means for improving access to and utilization of academic (and other) library collections, including descriptions of programs under way or in the planning stage.

Descriptions of medical library networks were omitted when the nature of their structure or activities was found to be significantly different from those which could reasonably be undertaken or contemplated by "general" academic libraries.

A SELECTED, ANNOTATED BIBLIOGRAPHY

compiled by Barbara Denison

Journal Literature, 1964-1969

Academic Libraries of Brooklyn. Bulletin of the Medical Library Association, 56:189, April 1968.
Nine colleges and universities have formed the ALB, "to engage in various cooperative studies and undertakings which will improve library resources and services to faculty and students of the member institutions."

Agriculture Library loans to fly to Penn State. Library Journal, 92: 1886, May 15, 1967.
First service by airplane between a national library and a land-grant university is expected to cut interlibrary loan delivery time to 24 hours.

American Library Association. Association of College and Research Libraries. Statement of service to library users. College and Research Libraries News, no. 2:21-2, April 1966.
Approved by the ACRL Board of Directors at the Midwinter 1966 meeting. Covers: The collection; its accessibility; its availability; assistance in its use; instruction in its use; physical facilities; open hours.

American Library Association. Reference Services Division. Interlibrary Loan Committee, Marjorie Karlson, Chairman. Draft of a model interlibrary loan code for regional, state, local, or other special groups of libraries. Special Libraries, 59:528-30, September 1968.
The draft code itself, with preliminary remarks.

------. Model interlibrary loan code for regional, state, local, or other special groups of libraries. ALA Bulletin, 63:513-16, April 1969.
Comments on adapting the model code, and the code itself, adopted June 26, 1968, and revised January 28, 1969.

------. National interlibrary loan code, draft. Special Libraries, 59: 108-10, February 1968.
Draft with Committee Chairman's introduction.

------. National interlibrary loan code, 1968. RQ, 8:42-5, Fall 1968. Special Libraries, 59:525-7, September 1968. Also ALA Directory, 1968-69, 26th edition. Bowker, 1968, p. 1013-4.
Code adopted by RSD for ALA on 27 June 1968. RQ includes introduction by president of RSD; ALA Directory includes new form.

------. New interlibrary loan code drafted. ALA Bulletin, 62:409-11, April 1968.
Introduction tells how and why it was prepared.

------. New national interlibrary loan code drafted. Bulletin of the Medical Library Association, 56:196-9, April 1968.
The draft code, with introductory material.

Anderson, LeMoyne W. Cooperation in Colorado: New variations on an old theme. The Colorado Academic Library, 4 no. 4: 8-10, Autumn 1968.
A new acquisitions program sponsored jointly by the University of Colorado and Colorado State University, based upon a consensus "that the primary thrust should concentrate upon bolstering the collections which are common to both institutions," with improvement of the procedures for exchange.

Andrews, James C. Interlibrary loan form revision. Bulletin of the Medical Library Association, 56:333-4, July 1968.
Recommendations of the ALA-RSD-Interlibrary Loan Committee.

------. Interlibrary loan request form, new revision. Special Libraries, 59:531, September 1968.
Form with descriptive comments.

Archie, William C. The college library and the community. North Carolina Libraries, 22:42-47, Winter 1964.
Suggestions for expanded services to groups and individuals off campus, and cooperation with other institutions including schools. Mentions teletype and union catalog activities.

Atwood, Ruth. An anemometer for interlibrary loan winds. College and Research Libraries, 29:285-91, July 1968.
Results of a two-year study of interlibrary loan operations at the University of Louisville medical library, analyzing factors affecting use and efficiency and drawing conclusions applicable elsewhere.

Beck, Richard J. An interlibrary loan code for Idaho. Idaho Librarian, 20:98-102, July 1968.
Not a supplement to the ALA National Interlibrary Loan Code, but "a substitute for this designated group of libraries," recommended by the Advisory Council of TITLE III (Interlibrary Cooperation (LSCA)) and adopted by the Idaho Library Association. Includes 1) Interlibrary loan procedures for Idaho libraries;and 2) Libraries of Idaho Teletype Network (LITTY)

Berry, John N. Editorial: The best defense. Library Journal, 94-1401, April 1, 1969.
"The pyramid has the college president at the top and the undergraduate at the bottom .... All too often this structure determines who has access to library collections and services, and in most college libraries the undergraduate comes out last, clearly a second-class library citizen."

Bird, Warren. TWX and interlibrary loans. Bulletin of the Medical Library Association, 57:125-9, April 1969.
Usefulness of teletype in interlibrary loan. The Systems Division of the Duke University Medical Center Library maintains an extensive bibliography on use of TWX by all types of libraries.

Bryan, James E. The student-library crisis. *Library Occurrent,* 21:132-8, June 1964.
"A constructive program to overcome the difficulties and inadequacies found by school, public, college, and university libraries must be developed and put into motion. The facts of student use are pretty well established and known by this time."

Budington, William S. Administrative aspects of interlibrary loans. *Special Libraries,* 55:211-15, April 1964.
Problems and practices, with future considerations.

------. Interrelations among special libraries. *Library Quarterly,* 39: 64-77, January 1969.
Includes interrelations with academic libraries (which usually consist of borrowing from them) and participation in multi-type-library networks.

Bundy, Mary Lee. Metropolitan public library use. *Wilson Library Bulletin,* 41:950-61, May 1967.
Survey of adult public library users in 99 libraries in the Baltimore/Washington metropolitan region of Maryland; who came to the library, why, from where, what kind of service they got. Of the sample of 21,385 respondents, 74% were students; of these, 64.5% were in high school and 25.2% in college.

Chicago area librarians score use by outsiders. *Library Journal,* 92: 1558+, April 15, 1967.
A meeting on February 10th of 30 people from the University of Chicago, Northwestern, University of Illinois, Chicago Public Library, and other institutions to "share their complaints" about use of their libraries by outsiders. Measures for restriction were discussed.

Cohn, William L. Interlibrary loans--a university's viewpoint. *North Country Libraries,* 7:5-8, January 1964.
Why large university libraries should lend to small ones, with a summary of the provisions of ACRL's 1952 revision of the General Interlibrary Loan Code.

Colegrove, Catherine. Dataphone for interlibrary cooperation in Hawaii. *Hawaii Library Association Bulletin,* 25:16-20, December 1968.
Four libraries (including University of Hawaii) linked with Hawaii State Library by teletype and Dataphone Communication System, stressing "interloans as one means of equalising library service." How it works, with examples of transmissions.

College library for public. *Bookmark,* 27:146, December 1967.
Residents in Nassau and Suffolk (New York) who have an adult library card from any public or college library now may borrow from the State Agricultural and Technical College at Farmingdale.

Computerized interloan installed by Bell Laboratories. Library Journal, 93:1406, April 1, 1968.
BELLREL (Bell Laboratories Library Real-time Loan) links libraries at Murray Hill, Holmdel, and Whippany, New Jersey. Computer-aided interlibrary loan system to handle 20,000 remote loan requests and print overdue notices (60,000/year). Immediate information on location and availability of any book.

Conditt, Paul C. Interlibrary loans, the great exchange. Bookmark (Idaho), 16:120-2, March 1964.
Services and resources of the Pacific Northwest Bibliographic Center at the University of Washington, and statistics from the (participating) University of Idaho, including: Of 350 borrows, 289 were filled by other academic institutions; of 894 loans, 485 were to other academic institutions.

Connor, Jean L. Networks and systems, Dui to Humphry; what we have learned. Bookmark, 28:146-9, February 1969.
Summarizes New York State's achievements in cooperation, notable among them the establishment of nine reference and research systems since 1966 and NYSILL, the state-level interlibrary loan network (1967).

Cory, John Mackenzie. The network in a major metropolitan center (METRO, New York). Library Quarterly, 39:90-98, January 1969.
More than 20 academic institutions are members. How METRO came about, how it is organized, what its services are, and its "plans and potential."

Courier service started by K-State Library between major university libraries of Kansas. Kansas Library Bulletin, 35:27, Spring 1966.
Primary purpose is to speed interlibrary loan service to students and faculty; they can also ride the interschool station wagon, remaining for scheduled intervals at any participating library. A teletype service linking Kansas State University with 50 libraries across the country also began service recently.

Cox, Carl R. Library cooperation in a state university system. Bookmark, 28:114-7, January 1969.

For the State University of New York, with 60 colleges and centers, "the only hope of administering this mammoth complex of campuses was in the development of a total information system utilizing automation." Projects under way: A system-wide union list, a subsystem called Biomedical Communication Network, computerized catalogs, a processing center.

Cox, James A. A lending research library. Library Journal, 90:2219-25, May 15, 1965.
Should any materials circulate from a research library? The traditional liberal lending policies must now be restricted; changes at the UCLA Library cited as illustration of acceptable compromise.

Crawford, Helen, and others. Universities of Wisconsin Interlibrary loan policy; services with relation to the Division for Library Services, Department of Public Instruction. Wisconsin Library Bulletin, 62:231-4+, July 1966.
Policies of four University libraries which lend off campus, plus two off-campus institutions.

Crugar, Doris M. Interlibrary loans, a statistical analysis. Wisconsin Library Bulletin, 60:188-9, May 1964.
Report on borrows by the University of Wisconsin, Milwaukee, in 1962-3. Of 908 (81% filled), 689 were handled by other academic institutions.

Curtis, Mark H. Academic Libraries: A poverty of access? News Notes from California Libraries, 63:467-73, Fall 1968.
Suggestions for using scarce resources most effectively and efficiently, including one "which may be heretical: Books which do not circulate are more readily accessible to a greater number of people than ones that do."

Daily interlibrary loan service by air. Wilson Library Bulletin, 41:1005, June 1967.
Airlifting from the National Agriculture Library to Pennsylvania State University.

Davenport, Frances. Progress report on teletype network. CLA News and Views, 9:23-4, December 1967.
In six months, the number of libraries participating in the State Library network increased from 71 to 106; "cooperating libraries are lending approximately 50% to libraries beyond their own regions." Of 203 loans, academic libraries made 35. "The benefits seem very much in favor of the small and medium size libraries, although the academic libraries have a healthy interchange when we free the circuit."

Deale H. Vail. Campus vs. community. Library Journal, 89:1695-7, April 15, 1964.
Discusses the extent of college library service to individuals in the community of Beloit, Wisconsin.

Delivery service begins for college and public libraries in the Hudson Valley. ALA Bulletin, 63:296-7, March 1969.
A regular route has been established in the Valley by the Southeastern New York Library Resources Council, the latest in a series of cooperative programs linking college and research libraries.

Dolby, James L. / Line, Maurice B. University libraries and the information needs of the researcher: A consumer's view (Dolby); a provider's view (Line). Aslib Proceedings, 18:185-90, 174-84, July 1966.
Both are general discussions, and both are slanted toward automation.

Downs, Robert B. College library cooperation in Arkansas. Illinois Libraries, 47:197-202, March 1965.
Accomplishments (described as impressive) of the Arkansas Foundation of Federated Colleges. Author asked faculty members at the seven schools about the collections and services, and made recommendations to the Foundation on the basis of their replies.

------. Doctoral programs and library resources. College and Research Libraries, 27:123-29+, March 1966.
"Statistics of doctoral degrees granted and of library holdings and book expenditures strongly support the view that the two go hand in hand in universities distinguished for their doctoral programs."

------. Library cooperation in Kansas City. *College and Research Libraries,* 25:380-4, September 1964.

Activities of the Kansas City Regional Council for Higher Education, made up of 14 institutions. Again, recommendations to the Council on the basis of replies to questionnaires sent to faculty members.

DRILL in Delaware. *ALA Bulletin,* 63:299, March 1969.

Delaware Rapid Interlibrary Loan and Reference Service, "a teletypewriter network for the exchange of reference and interlibrary loan information among public, college, and university libraries in the state," coordinated by the University of Delaware.

Eight Chicago area private colleges initiate a sharing program. *Illinois Libraries,* 49:216-17, March 1967.

First, a union list of periodicals, with quick interlibrary loan service; next, a similar listing for all books currently being acquired; possibly fascimile transmission equipment for each library. Objective of Libras, the group organized to work out details of a cooperative program, is to enable students at each school to utilize the resources of the others, perhaps eventually by direct withdrawal of materials.

Eight Illinois colleges to share libraries. *Library Journal,* 92:726, February 15, 1967.

Cooperation among the institutions participating in Libras extends beyond lending to (for instance) building collections in specialized subject areas.

Ensley, Robert F. Interlibrary cooperation. *Idaho Librarian,* 20:6-7, January 1968.

The Advisory Council for Title III, LSCA, developed plans for a closed-circuit teletype network (LITTY) to speed up interlibrary loan. Begun on January 15th, the network includes the State Library, two public libraries, and three academic institutions.

Farber, Evan I. and Shore, Philip. High school students and the college library. *Library Occurrent,* 21: 164-6, September 1964.

With opening of the new, attractive and inviting Lilly Library at Earlham College in 1963, it became necessary to restrict its use to "serious high school students." Passes, good for one day only, now must be secured from the high school librarian. Exchange of card privileges between Earlham and the public library is also mentioned.

FAUL coordinator. *Bookmark,* 27'403, July 1968.

Appointment of Ronald Miller as coordinator of library systems for the Five Associated University Libraries in New York.

Flegal, Jean E. Interlibrary loan practice in small special libraries. *Special Libraries,* 55:221-2, April 1964.

Unwritten law for small special libraries in large cities.

Fussler, Herman H. Unfair reporting (letter). Library Journal, 92: 2856, September 1, 1967.

"The primary concern of most of the participants at the meeting (in Chicago on February 10th) was how to improve and facilitate access to library resources for those needing it, and to identify appropriate institutional responsibilities for meeting these needs."

Gatliff, Jane W. and Foreman, Sylvia. Interlibrary loan policies on dissertations and serial publications. College and Research Libraries, 25: 209-11, May 1964.

Questionnaire sent by Ohio State University in 1963 to 148 colleges and universities in the United States, to discover periodical loan policies and "deviations" from the policy of the University Microfilms dissertation project. Summarizes returns from 138 institutions, not all of which participate in the dissertation microfilming project.

Gatlin, Doris. OTIS: Oklahoma Teletype Interlibrary System. Oklahoma Librarian, 18:82-4, July 1968.

Network covering the state includes ten transmission sites (one at a state college) with teletype "dataphone" machines and four referral centers (two at academic institutions). Provides access to about 3 1/2 million volumes in the state as well as to the resources of some 200 libraries in other states, via teletype.

(Georgia Tech has established a Technical Information Service) College and Research Libraries News, no. 2: 47, February 1969.

A new service to "industrial, research, and commercial off-campus users of the library facilities," offering "retrospective literature searches and current awareness literature searching and notification" as well as photocopying of materials "not in the Tech collection."

Georgia Tech inaugurates off-campus service. ALA Bulletin, 63:134, February 1969.

Formation of the Technical Information Service, offering current awareness and retrospective searches "to industrial, research, and commercial users of the library to supplement industrial and commercial libraries and provide service to small industries without library facilities.

Goldstein, Samuel. Project NELINET--a regional center. New England Library Association Newsletter, 1:6-7, January 1969.

New England Library Information Network is beginning with a regional cataloging center. Though the state university libraries were the charter members, "NELINET is eventually intended to serve any New England library, public or private, academic or special, that may find it advantageous to become a member."

Greater role in education seen for public libraries. Library Journal, 92: 2322+, June 15, 1967.

In a statement to the National Advisory Commission on Libraries, Queens Borough Librarian Harold W. Tucker suggested (among other things) regional studies "to lay the ground plans for the development of integrated regional systems of cooperating academic and public libraries reciprocal to each other." But even more basic is "the examination of the fundamental roles of the public and academic libraries in higher education."

Hansell, Jewell. Indiana libraries progress with LSCA, 1961-67. *Library Occurrent*, 22:106-112, February 1967.
Interlibrary communication project begun in 1965 (to run to 1968) links four state unviersity libraries and 22 public libraries with the State Library by teletype, "to strengthen and facilitate interlibrary loan and reference referrals and to make the total resources of the state available to all residents of the state." All public libraries are now tied in through designated TWX libraries.

Harris, Michael H. Cooperate research facilities: One more possibility. *Library Resources and Technical Services,* 12:70-6, Winter 1968.
Proposes designation of a number of "large, well-located, preferably state-supported research libraries" to be recompensed for serving as resource libraries for other academic institutions, the latter to channel their limited funds into undergraduate collections only.

Haviland, Morrison C. Loans to faculty members in university libraries. *College and Research Libraries,* 28:171-4, May 1967.
Questionnaire sent to 120 university librarians in 1955; 84 replied. Little consensus in policy or practice.

Hayes, Oliver R. Improved TWX strengthens New York's interlibrary loan network. *Bookmark*, 25:51-5, November 1965.
First users of the New York State Library Teletypewriter Service were academic institutions and industrial organizations; public libraries were added a year later. Replies (if not materials) sent within 24 hours, and 70% of an estimated 86,700 requests were filled, according to a 1963 study.

Heron, David W. Photocopy and interlibrary loan. *RQ,* 4:3-4+, January 1965.
Results of a questionnaire (to RSD members?) asking about substitution of photographic copies for interlibrary loans, charges, costs, and forms.

Heron, David W. and Blanchard, J. Richard. Seven league boots for the scholar? Problems and prospects of library telefacsimile. *Library Journal*, 91:3601-5, August 1966.
Statement of the problem, review of experiments, and description of a one-month CLR-supported test of the Xerox Magnovox Telecopier between the University of California at Davis and the University of Nevada in Reno, and between Nevada Southern University in Las Vegas and the University of Nevada.

Hobson, Jane B. Books unlimited for Vermonters. *North Country Libraries*, 7:3-5, January 1964.
State-wide union catalog for adult non-fiction, maintained at Free Public Library Service headquarters in Montpelier.

Igoe, James G. "Hot line" in Michigan. *Library Journal*, 93:521-3, February 1, 1968.
"An account of the State Library's operation of a telephone reference network--its costs, problems, and batting average."

Interlibrary loans, a space age view: panel. *Florida Libraries*, 16:17-22+, June 1965.
William R. McKeough, Methods and myths of defense marketing, p. 17-18;
Merle S. Doran, Current trends in interlibrary loan service, p. 19-20;
Ray Jones, New frontiers in interlibrary loans, p. 21-22+.

Interlibrary transit service to link Ontario universities. *Feliciter*, 13:20-1, April 1968; also 13:32, September-October-November 1967.
Daily station-wagon service linking 12 libraries from Windsor to Ottawa, with 36-hour (at most) receipt of materials requested. Cooperative project administered by the Ontario Council of University Librarians and financed by the Committee of Presidents of Universities of Ontario.

Intertype network to be tested in Florida. *Library Journal*, 92:2194, June 1, 1968.
Link between University of Florida in Gainesville and Orlando Public Library. Facsimile and teletype equipment installed at both libraries, and "transmission channels will have the capability of transmitting data as well as voice messages."

Intertype teletype network set up in Delaware. *Library Journal*, 93:4605, December 15, 1968.
DRILL (Delaware Rapid Interlibrary Loan and Reference Service), a teletypewriter network coordinated by the University of Delaware "to coordinate the exchange of reference and interlibrary loan information among public, college, and university libraries."

Iyengar, T. K. S. Cooperative role of academic libraries in the U.S.A. *Indian Librarian*, 21:59-65, September 1966.
"An attempt to survey some projects involving inter-institutional library cooperation and to depict the extent to which resources have been extended among the participating institutions, their benefits, causes, limitations, and plans for the future." Farmington Plan, Center for Research Libraries, New England Deposit Library, and four smaller organizations, with evaluation and criticism.

Jackson, Eugene B. General Motors Research Laboratories library; a case study. *Library Trends*, 14:353-61, January 1966.

Summary of GM's interlibrary loan traffic. Of 313 and 264 items borrowed by GM during two time periods, 15% and 20% came from Wayne State University, 84% and 78% from Detroit Public Library. Figures are not given for types of libraries borrowing from GM.

Josey, E.J. The college library in New York's 3R system. *College and Research Libraries,* 30:32-8, January 1969.

Reference and Research Library Resources Program. Nine regional systems in the state include 133 academic institutions plus many of other kinds. A questionnaire was sent to a sample of 40, on the academic library's special role in this cooperative activity.

------. Community use of academic libraries; a symposium. *College and Research Libraries,* 28:184-202, May 1967.

Questionnaire distributed to 1,100 college and university libraries in the United States; 783 replied. Findings analyzed by:

Richard C. Quick, Community use--dealer's choice, p. 185-8;
John E. Scott, Fees and modified privileges for outside borrowers?, p. 188-9;
Edward C. Heinz, Alumni, overdue books, and interlibrary loans, p. 189-90;
Barbara LaMont, Safeguards, p. 191-3;
George C. Elser, Exit controls and the statewide card, p. 194-6;
Edward A. Howard, The work of the public library supplementing the resources of the college library, p. 196-8;
E. J. Josey, Implications for college libraries, p. 198-202.

------. Regional developments in the 3R's program. *Bookmark*, 27:19-24, October 1967.

With "the chartering and registration" of the ninth system, the state of New York is now fully covered. Gives activities of each.

------. Systems development for reference and research library service in New York State: The 3R's. *British Columbia Library Quarterly*, 30: 3-21, April 1968.

"The Library Reference and Research Resources System developed as an answer to the enormous question: What is the best way to provide serious researchers and scholars in New York State immediate access to research library materials." History, activities (including failures), procedures, future plans.

Judd, J. van der Veer. Regional interlibrary loan experiments in New York State. *Bookmark*, 28:121-3, January 1969.

As a result of the regional NYSILL meetings with librarians in the state, it was decided to establish two experimental regional programs: The Western New York Library Resources Council ("backstopped" by SUNY at Buffalo and the Buffalo and Erie County Public Library) and Rochester Regional Research Library Council (University of Rochester). Procedures

for each are outlined. Nelson Associates are to monitor and evaluate the experiment.

Karlson, Marjorie E., ed. Librarian, what of the undergrad?; Interlibrary loan debate. *RQ*, 6:158-63, Summer 1967.
Josey, E. J., Interlibrary loans for the undergraduate: A necessity, p. 158-61;
Ratcliffe, T.E., A view from the larger library, p. 161-3.

------. Suggested revision of interlibrary loan form. *Special Libraries,* 57:653, November 1966.
"The purpose of the revision is to provide more expeditiously for photocopy substitution in case the original material is non-circulating."

Keenan, Elizabeth L. Interlibrary loan, 1952-62: Ten years of progress? *Bulletin of the Medical Library Association,* 52:307-15, January 1964.
Libraries today are facing the same problems as they did in 1952 when the General Interlibrary Loan Code was revised. Some problems, examples, and recommendations.

King, James T. Role of the area research center on the college campus. *Midwest Quarterly*, 6:217-28, Winter 1965.
As institutions move along the "path of change" from normal school to state teachers' college to state college to state university, "a depository for manuscript and other materials for research relevant to a given area ... has several roles" on the campus. Illustrations from (and history of) Wisconsin's first A.R.C., now two years old, at Wisconsin State University in River Falls.

Kleiner, Jane P. Cooperation. *Louisiana Library Association Bulletin,* 31:145-8, Winter 1969.
What it means, what it offers, how to plan, and specifically what Louisiana libraries might do. Author attended the Interlibrary Cooperation Institute at Wayne State University Department of Library Science in the spring of 1969.

Klotsche, J. Martin. Role of the academic library in urban development. *College and University Libraries,* 30:126-9, March 1969.
"Many of the problems of the city can best be resolved within the urban university because it is one of the few agencies which in one way or another is concerned with all urban problems. The same range of interest and breadth of mission should be assumed by the urban university library."

Lane, Gorham. Assessing the undergraduates' use of the university library. *College and Research Libraries,* 27:277-82, July 1966.
Four studies over two years of library use by undergraduates at the University of Delaware, two on what students were doing while they were in the library, two on long-term withdrawals from the general collection.

Larkin, Patrick J. Library cooperative services. Virginia Librarian, 14:12-15, Summer 1967.

Libraries do not cooperate primarily to save money, nor do they save money by cooperating. Outlines programs in Virginia, including interlibrary loan, union catalogs, and cards for students (from his school, at least) good at the County Library; "they have gone so far as to ask us to appraise them of material that we cannot afford to buy."

Library privileges for persons who are not staff members or registered students of the University of Toronto. Ontario Library Review, 52:226-7, December 1968.

Privileges available (with due obligations) to any serious adult reader except undergraduates from other institutions. Graduate students and faculty members of the 14 universities participating in the Ontario Council of University Librarians Agreement on Cooperative Use of Collections also are eligible for these privileges.

Lightfoot, Robert M. Library cooperation Peoria style. Illinois Libraries, 51:533-37, June 1969.

"After several years experience with it, the Peoria Public Library and the Bradley University Library are now ready to proclaim to all who are interested that they have a plan for library cooperation that works." Major concern seems to be student use of the public library.

Lorenz, John G. Communication network: The academic library and the dissemination of knowledge. Arizona Librarian, 25:7-18, Summer 1968.

Summary of Federal programs to facilitate acquisition and processing of materials, and brief mention of various State programs (including Ohio's) to improve dissemination. (Speech given at the dedication of the Bowling Green University Library, November 1967)

Mahar, Mary Helen. Interlibrary relationship: State, public, school and college. Missouri Library Association Quarterly, 25:6-11, March 1964.

"Before any sound basis for interlibrary relationships can be established, there must be understanding of the fundamental responsibilities of each type of library, and recognition of the levels of support necessary for each type of library to carry out its functions." There now are national standards for State, public, college, and school libraries, being implemented slowly. Emphasizes cooperation with and communication among school librarians.

Marchant, Maurice P. The university faculty as public library patrons. Wilson Library Bulletin, 43:444-7, January 1969.

Study of acquisition of library cards from Ann Arbor Public Library by 452 faculty (and the wives of 423) in departments of psychology, biology, engineering, and English at the University of Michigan. Rate is considerably higher than for the adult public at large, and differences are significant between disciplines.

McCarthy, Stephen A. Research library cooperation. Bookmark, 28:75-80, December 1968.

"Selected examples of cooperation among research libraries," most of which involve academic libraries as well.

MacDonald, Mary Jane. Interlibrary loan developments: Illinois. RQ, 7: 116-21, Spring 1968.

Illinois Research and Reference Centers: Chicago Public Library, University of Illinois at Urbana, Southern Illinois University at Carbondale, and the State Library in Springfield.

Mid-Florida colleges get union list. Library Journal, 92:1788, May 1, 1967.

Prepared by the five Associated Mid-Florida Colleges, the list covers East Asia, India, Latin America, Russia, and American and African Negro studies. The IBM 1401 program is available.

Miller, Robert A. and Moriarty, John H. University library development in Indiana, 1910 to 1966. Library Trends, 15:248-57, October 1966; reprinted in Library Occurrent, 22:155-60+, August 1967.

Since 1949 the four state schools (Indiana, Purdue, Ball State and Indiana State) have been required to submit a joint biennial presentation and request for funds; then the first two, which are the older institutions, adopted "the principle and practice of complementary development" of their libraries, especially the research collections.

Moon, Eric E. Editorial: Reference vagaries. Library Journal, 89:1968, April 15, 1964.

Includes some discussion of interlibrary loan as a reference service.

More libraries using teletype for interlibrary loan service. Library Journal, 89:4880, December 15, 1964.

Following publication of the 1964 TWX directory, James D. Mack of Lehigh University compares the present library TWX network with that of 1959.

Murray, Tom. Information for business and industry. Wisconsin Library Bulletin, 63:88, March 1967.

Many business and industrial firms in Wisconsin have received help from the Information Services Division of the University of Wisconsin University-Industry Research Program (UIR). "UIR's purpose is to further the 'Wisconsin idea'--that knowledge should be put to work in every possible way for the advancement of society."

Ness, Charles H. Interlibrary loan developments: Pennsylvania. RQ, 7: 114-6, Spring 1968.

Three of the state's 30 district library centers have been designated resource centers, as has the State Library: Carnegie Library of Pittsburgh, Free Library of Philadelphia, and Pennsylvania State University. The Union Library Catalog of Pennsylvania, located in Philadelphia, includes holdings of 123 libraries and acts as an unofficial research agency for the resource centers.

Netz, David J. Faculty loan policies in Michigan, Ohio and Indiana. College and Research Libraries, 30:45-50, January 1969.

Statistical results of 103 open-end questionnaires returned, showing that "there seems to be a general lack of control in the existing faculty circulation policies," with dissatisfaction increasing with the size of the school. Some of the larger schools are questioning the basic concept of faculty privilege.

New loan code. Wilson Library Bulletin, 43:118, October 1968.

RSD has adopted a new National Interlibrary Loan Code, which governs lending among libraries on the national level, among research libraries, and among libraries not operating under special or local codes; and also defines the meaning and purpose of interlibrary loans.

New York state libraries extend NYSILL experiment; slow service, incompletions mar interloan scheme in Nelson study. Library Journal, 93: 3500+, October 1, 1968.

Summarizes a recent Bookmark summary of the Nelson Associates study.

New York State Library interlibrary loan policy. Bookmark, 24:118-19, January 1968.

A reprinting of the latest (October 1964) revision.

New York universities form coop pact. Library Journal, 93:700, February 15, 1968.

Most important long-range goal of the Five Associated University Libraries is "design and installation of a computerized system which will give each library instant access to the bibliographic records of all the libraries, with rapid transmission of documents among the five participants to accompany this system."

NYC university librarians probe cooperative programs. Library Journal, 93:1954+, May 15, 1968.

Day-long conference at Brooklyn College on April 18th, sponsored by the Library Association of the City University of New York (LACUNY), "to explore possibilities and patterns of cooperation among the academic libraries of the area." Speakers discussed cooperative programs, including some involving academic and research libraries.

Nicholson, Natalie N. Service to industry and research parks by college and university libraries. Library Trends, 14:262-72, January 1966.

Thirty educational institutions were surveyed in 1962, and eight of these again plus four others in 1965; the general pattern was "interlibrary loan without charge, photocopy service at cost, and free reference information by telephone, mail, or in person." Some attempt to recover costs, or to establish joint academic/industry libraries, are noted.

Nine Pennsylvania colleges begin library cooperative project. Library Journal, 91:2452, May 15, 1966.

The Area College Library Cooperative Program, with support and cooperation from the State Library. Does not mention interlibrary loan specifically, but does cite "greater communication," concentrations in collections, and union lists.

Nine south central Pennsylvania colleges have implemented a cooperative program for sharing library resources. Pennsylvania Library Association Bulletin, 21:211, May 1966.

Purpose of the Area College Library Cooperative Program (ACLCP) is "to strengthen library resources and services in the area through a program of mutually supporting acquisition, greater communication, and increased service." Will include "flexible interlibrary loan and copying services" and certain use privileges.

North Dakota Union Catalog. Mountain Plains Library Quarterly, 12:31-2, Spring 1967.

Figures on use of the union catalog, a service of the State Library. Academic institutions loaned 620 titles and borrowed 679 in ten months.

Nott, Julie H. and Wheeler, Marjorie W. Library service by contract: A joint venture. College and Research Libraries, 28:107-9, March 1967.

Contract between Southern Methodist University in Dallas and the Graduate Research Center of the Southwest (GRCSW), 15 miles apart. A fulltime librarian supported by the Center works at SMU, and a $5,000 fee is paid annually by the Center for SMU acquisitions.

Nyholm, Jens. Chicago attitudes (letter). Library Journal, 92:2096, June 1, 1967.

"The recent meeting of Chicago librarians was held, not to have the librarians 'share their complaints of the taxing of library facilities,' but to deal constructively with a difficult problem."

Ohio state universities in new loan agreement. ALA Bulletin, 62:790-1, July 1968.

Liberal policy enabling faculty members of 11 state universities in Ohio to borrow from other member institutions; first such practice known to Akron University librarian.

O'Keeffe, Richard. Comment on the new policy affecting loans and copying in effect at the University of Houston and Rice University. SLA Texas Chapter Bulletin, 15 no. 4: 7-10, 1964.

The universities recently announced restrictions on use of bound and unbound journals, and the science librarian at Rice explains why.

Pearce, Donald J. A North Dakota first? (letter) ALA Bulletin, 62:1058, October 1968.

Challenges Ohio's claim to being first to allow borrowing from a number of institutions by state university faculty members; all academic libraries in North Dakota serve all faculty, and students as well.

Pieters, Donald L. and Boisse, Joseph A. Intertype library cooperation; a successful project. Wisconsin Library Bulletin, 65:170-71, May-June 1969.

Three of eight participating institutions are academic libraries. First project was a union list of periodicals, with a view of improving access through interlibrary loan; others are in the planning stage.

Pike, Eugene. Interlibrary loan developments: California. RQ, 7:111-14, Spring 1968.

The California State Library regional catalog, to which 80 libraries contribute an average of 22,000 cards per month, receives about 75,000 interlibrary loan requests a year, some 15,000 of them by teletype.

Pings, Vern M. Interlibrary loan transaction. Bulletin of the Medical Library Association, 53:204-14, April 1965.

Analysis of the steps and problems involved in information exchange via interlibrary loan. Block diagrams showing the flow of information and materials among individuals and institutions also demonstrate interinstitutional dependence.

Plotkin, Jack. Dissertations and interlibrary loan. RQ, 4:5-9, January 1965.

How to find out what dissertations have been completed (as opposed to begun) and problems in securing them.

Poole, Herbert. Piedmont University Center; a formula for cooperation among academic libraries in North Carolina. Library Journal, 94:1841-3, May 1, 1969.

Experience of the Center, based in Winston-Salem and having 20 member institutions, especially its Committee on Library Affairs. The other consortium in the state is the Association of Eastern North Carolina Colleges, with 15 members.

------. Teletypewriters in libraries: A state of the art report. College and Research Libraries, 27:283-6, July 1966.

"Summarizes and comments on teletype operations as described in the literature since 1951, the first year in which an article on the subject appeared." Gives uses for and advantages accruing from TWX use. Of 12 U.S. institutions described, seven are academic or are linked to academic libraries. Latest citation is 1960.

Pooler, Jack and Weber, David C. The Technical Information Service in the Stanford University Libraries. College and Research Libraries, 25:393-9, September 1964.

Established as a separate library department in 1958 "to handle the load from neighboring industrial and business firms." Cost, personnel, procedures, special services, problems; fee of $5 (raised to $6 in 1963) per transaction.

Porterfield, Genevieve. Staffing of interlibrary loan service. College and Research Libraries, 26:318-20, July 1965.

Questionnaires were sent to 45 academic libraries; 89% return was achieved. Data collected are presented in three tables: Staff adequate for interlibrary loan; staff barely adequate; staff inadequate. Each table includes circulation statistics, hours per week by staff categories, work done by other staff, and remarks.

Prentiss, Samuel G. Evolution of the library system (New York) Library Quarterly, 39:78-89, January 1969.

History to the present, via NYSILL and FACTS and "The Togetherness Period, 1967 to date."

A program for sharing library resources. Wilson Library Bulletin, 40: 903, June 1966.

Permit cards will be issued for admission to any member library of the Area College Library Cooperative Program in south central Pennsylvania; materials will be available through interlibrary loan and photocopy.

Proposed revision of the interlibrary loan form. ALA Bulletin, 61:9, January 1967.

Changes recommended by the RSD Interlibrary Loan Committee, and a copy of the revised form. Photoduplication order form will not be eliminated at this time.

Prudy, G. Flint. Interrelations among public, school, and academic libraries. Library Quarterly, 39:52-63, January 1969.

"Every type of cooperation enumerated is practiced somewhere (or has been tried or planned) by two or more libraries of more than one traditional category." Specific programs and plans are grouped under eight headings, and many involve academic libraries. Detailed description of five, with some of the author's reservations.

Ratcliffe, T. E. Observations on the current practice of interlibrary lending. Special Libraries, 55:207-11, April 1964.

Interlibrary loan "must be fully integrated into the library as a regular function," and institutions must build collections sufficient to cope with demand.

Responsibility of the college and university library for serving the community in which it is located. North Carolina Libraries, 22:50-7, Winter 1964.

Following Archie's paper (q.v.), there was discussion of it from four points of view:

Jane B. Wilson, Serving the high school, p. 50-2;
Alva Stewart, The new small college library, p. 52-4;
Olivia B. Burwell, The public library's role, p. 54-5;
John P. Waggoner, The role of the private university library, p. 55-7.

Reynolds, Michael M. Access to information. Library Journal, 89:1692-4, April 15, 1964.

Problems and practices over 15 years.

------. Interlibrary loan: A reference service. Library Trends, 12: 425-36, January 1964.

Purposes, history, and practicalities of library collections and interlibrary loans, including those involving academic institutions as borrowers or lenders.

------. Photocopy policy studied. RQ, 5:23-4, Summer 1966.
Revision of Section IX (Photographic Substitution) of the Interlibrary Loan Code and of the interlibrary loan form proposed by the Interlibrary Loan Committee of RSD.

Richards, James H. Academic library cooperation, a preliminary report. Minnesota Libraries, 21:154-7, June 1965.
Ten points for better library cooperation presented to the Minnesota Library Association College Section in April 1965, and subsequent activities and proposals of the Committee on Academic Library Cooperation.

"Same day service" processing of interlibrary loan requests. Wilson Library Bulletin, 39:357, January 1965.
Now available in Pennsylvania with the installation of teletype in the state's four regional centers; several of the district center libraries will add the service this year. The four regional centers can now transmit written requests to the Union Catalog in Philadelphia.

Scheckter, Stella. From Coos to the sea; New Hampshire State Library and interlibrary lending. North Country Libraries, 7:1-3, January 1964.
Thirty public and academic libraries contribute to a union list of adult non-fiction maintained at the New Hampshire State Library, but borrowing is not restricted to contributors; Dartmouth lends, but does not contribute cards. Wide Area Telephone Service, unlimited calls for a fixed monthly rate, permits interlibrary loan calls on a regular schedule.

Schwegmann, George A. Some speculations on the future of interlibrary loan. Special Libraries, 55:216-20, April 1964.
Just what it says.

SEK and Porter Library cooperate. Kansas Library Bulletin, 37:10, Fall 1968.
"Immediate two-way radio telephone communications to speed up and clarify loan and reference services between five cooperating libraries in southeastern Kansas and Kansas State College of Pittsburg." These libraries, all public, constitute the Kansas Informational Circuit, headquartered at Iola.

Shepard, Martha. Garbled interlibrary loans: You say you requested? RQ, 5:38-40, Winter 1965.
"Just how garbled can an inter-library loan request become and what does one do about it?" Examples from experience at the National Library, Ottawa, reference books used for "some of the problem cases," and a plea for verification by the borrower.

Small college libraries plan Pennsylvania coop. Library Journal, 92: 2106, June 1, 1967.
Twelve Catholic schools in Pennsylvania, New Jersey, and Delaware "which have cooperated informally for years" have now organized the Tri-State College Library Cooperative (TCLL) to exchange information and share resources, plan supporting acquisitions "to increase research potential," and to make joint application for private and Government funds.

Staples, Emeline R. Interlibrary lending of periodicals: A survey. Southeastern Librarian, 16:32-5, Spring 1966.

Study done at Louisiana State University Library at the request of the Association of Southeastern Research Libraries; questionnaires were sent to the 25 ASERL members "with the hope of establishing a more uniform pricing policy" for photocopies in lieu of loans, as well as certain circulation policies. Response was 100%. Though "little or no uniformity in policies could be noted," ASERL voted to standardize photocopy charges, and the majority of the members revised their policies accordingly.

State university students hit library inaccessibility. Library Journal, 94:1088, March 15, 1969.

A survey of ten large state universities, conducted by the American College Testing Program, showed that in the opinion of students, their libraries are not "easily accessible." The University of Iowa, rated best, opens its 15 libraries six days a week from 7:30 a.m. to 2 a.m. and has an open-stack policy for all materials.

Strain, Paula M. The industrial librarian as cooperator. Special Libraries, 60:209-14, April 1969.

Practical assessment of how cooperation works for business or industry libraries, based on a survey of members of the Upstate New York Chapter of SLA. Many lend to, as well as borrow from, academic libraries.

Summary of Nelson Associates study of the New York State Library's NYSILL Project, and a report of decisions relating to continuation of the NYSILL program. Bookmark, 27:363-71, July 1968.

Of 12 contracting libraries, five are academic. Objectives of the study, evaluation of the NYSILL program, summary of regional meetings, and recommendations.

Taylor, David C. Concerning the 1968 ILL code. Reference Quarterly, 8:195-6, Spring 1969.

Comments to the effect that serving the research man who is "the pride of his department, the magnet for graduate students, the prize of the president" may be a violation of the new code.

Teletype equipment installed in four Pennsylvania regional centers. Library Journal, 90:89-90, January 1, 1965.

The centers are Carnegie Library of Pittsburgh, Free Library of Philadelphia, Pennsylvania State University, and the State Library. The four regional libraries have issued statements of their access policies and have compiled lists of the subject fields in which they are developing collections to serve as state-wide resources.

Theological library combine to expand activities. Library Journal, 94:1569-70, April 15, 1969.

Plans for increased activity (including union catalogs) by the Boston Theological Institute, "an incorporated body which has for members both the libraries of theological colleges and theology department libraries in Boston area universities."

Tighe, Ruth L. Chicago attitudes (letter) *Library Journal,* 92;2095-6, June 1, 1967.

"Granted, 'mass onslaught' is a very real problem . . . But I cannot accept that the solution lies in restriction and censure."

Tucker, Mae S. Interlibrary loan policies in Tar Heel libraries. *North Carolina Libraries*, 26:18-21, Winter 1968.

North Carolina Library Association Library Resources Committee questionnaire "to discover current interlibrary loan policies and practices as one prerequisite in planning for more advantageous use of existing library materials." Of 155 returned, 45 were from academic libraries.

University of North Dakota ends statewide loan service. *Library Journal,* 90:2520, June 1, 1965.

Reasons for the decision no longer to lend directly to individuals are given in a letter from the University librarian to the State Library Commission. Service of over 50 years is being ended, because of demands on the university library and also because "every service given by the University detracts from the development of local public and school library facilities." Service to other libraries, and through them to individuals, will continue.

Vormelker, Rose L. Industrial research and the academic library. *Journal of Education for Librarianship*, 9:60-71, Summer 1968.

Summarizes Harold Mason's dissertation, studying the effect of increased research and development activities in industry upon academic libraries, and relates it to other studies along similar lines, to changes in policies and practices in academic libraries, and to Public Law 89-182, the State Technical Services Act of 1965, which is expected to lead to greater use of academic libraries by industry.

Waldech, Fred. Source of irreverence: ULS. *Library Resources and Technical Services,* 9:243-4, Spring 1965.

Incidence of careless or incorrect citations has increased with the advent of quick and easy photocopying methods, especially when the ALA photocopy request forms are not used.

Williams, Gordon R. Library cooperation--key to greater resources. *Special Libraries*, 56:565-70, 1965.

Outlines a copperative library system, "based on the fact that some books and journals are needed by individual libraries only infrequently, (while) the system itself must contain a very nearly complete collection of all publications."

BOOKS

Andrews, Jo Ann. Comparison of Detroit Public Library Science and Technology Division interlibrary loan transactions with Wayne State University medical library interlibrary loan transactions. Detroit, Wayne State University Biomedical Information Service Center, report no.30, March 1967. 9p.

Blasingame, Ralph. Feasibility of cooperation for exchange of resources among academic and special libraries in Pennsylvania. The Pennsylvania State University Institute of Public Administration, 1967. (Pennsylvania State Library monograph no.5)

Blasingame, Ralph. Survey of Ohio Libraries and State Library Services (plus Appendix (102 p.)). Columbus: The State Library of Ohio, 1968. 187 p.

Conference on the Use of Printed and Audio-visual Materials for Instructional Purposes. First report. Columbia University School of Library Service, 1966.

Chapin, R. E. Use of printed and audio-visual materials for educational purposes by college and university students.

Estes, R. Study of seven academic libraries in Brooklyn and their cooperative potential. New York Council of Higher Education Institutions in New York City, 1963. 71p.

Harris, L. W. The influence of accessibility on academic library use. Ph.D. thesis, Rutgers--The State University, New Brunswick, New Jersey. 1967.

Harvey, John F., ed. Data processing in public and university libraries. Spartan, 1966.

Humphry, James A. Library cooperation: The Brown University study of university-school-community library coordination in the state of Rhode Island. Brown University Press, 1963.

A joint college/industry library with automata; the report of a study of the bases, including the use of the techniques of automata, for providing the capability for a science library for academic-industry use, prepared for Harvey Mudd College, Science and Engineering, Claremont, California.

Josey, E. J. Two 3R's pilot programs: NYSILL and FACTS (Facsmilie Transmission Program) Talk given at School/Public Library Relations Conference, Sheraton Motor Inn, New York City, February 8, 1968.

Mason, Harold Jesse. Industrial research and the academic library in the United States. Doctoral dissertation, Columbia University School of Library Service, 1966. 375p.

Moore, Raymond S. A guide to higher education consortiums: 1965-66. Washington, U.S. Office of Education, 1967.

Nelson Associates, Inc. Evaluation of the New York State Library's pilot program in the facsimile transmission of library materials. 1968. 72p.

------. Interlibrary loan in New York State; a report prepared for the Division of Library Development of the New York State Library. 1969. 300p.

------. New York State Library's pilot program in the facsimile transmission of library materials: A summary report, June 1968.

------. The Ohio State Library: Present Operations and Future Opportunities. New York, 1967. 46 pages and appendix.

------. User survey of the New York Public Library research libraries. 1969.

New York (State) Education Department. Division of Evaluation. Emerging library systems: The 1963-66 evaluation of the New York State public library systems. 1967.
Policy limitations on interlibrary loan, p. 275-6.

New York State Library, Albany. Federal depository library service in New York state; a report by the State Library Committee on Federal Depository Service. 1964. 29p.

Pings, Vern M. The interlibrary loan transaction. Detroit, Wayne State University School of Medicine Library and Biomedical Information Service Center, report no. 1, January 1964.

------. Interlibrary loans; a review of library literature, 1876-1965. Detroit, Wayne State University Biomedical Information Service Center, report no. 23, December 1966. 34p.

Proceedings of the Thirty-third Annual Conference of the Graduate Library School, (University of Chicago), July 29-31, 1969. Topic: Library networks, promise and performance.

Schieber, William D. and Shoffner, Ralph M. Telefacsimile in libraries: A report of an experiment in facsimile transmission and an analysis of implications for interlibrary loan service. Berkeley, University of California Institute of Library Research, 1968. 137p.

Shank, Russull. Regional access to scientific information: A program for action in the New York metropolitan area; report of the METRO Science Library Project. New York, 1968. 122p.

Sinclair, Dorothy. Cooperative services for "Big Country" libraries; report of a survey with recommendations for cooperation among libraries of all types in thirty-six counties of west central Texas. Cleveland, Ohio, 1969. 169 p.

Special Libraries Council of Philadelphia and Vicinity. Directory of libraries and information sources in the Philadelphia area. 1964, revised 1968.

Interlibrary loan code for the Philadelphia area, p. 126-31.

Taylor, Robert S. and Trueswell, Richard. A study of the impact of Hampshire College on the libraries of the five-college community. Amherst, Mass., Hampshire College Library and Information Transfer Center, February 1969. 44p.

Texas Library Association. Reference, research, and regionalism; selected papers of the 53rd Conference. Austin, 1966.

Recent cooperative efforts of industry and university libraries in Texas:

Houston area, by Sara Aull, p. 47-50

North Texas area, by Sam G. Whitten, p. 51-3.

Rice University. Fondren Library. Information on local interlibrary loan agreements, p. 49. (Figure 1 in Aull's article)

Uebelacker, S. C. Statistical analysis of the interlibrary loans at the Catholic University of America libraries June 1, 1962 through May 31, 1963. Thesis (M.S.L.S.), 1965. 38p.

Weber, David C. Off-campus library service by private universities. Association of Research Libraries, Minutes of the 62nd meeting, p. 25-38.